SIR THOMAS RICH'S
Paternity Leave Policy

Date reviewed: April 2026
Status: Non Statutory (Good Practice)
Responsibility: The School's Senior Leadership Team (SLT) draws up and implements the Paternity Leave Policy for Staff. It is the responsibility of the Trustees' Personnel committee to review the policy regularly and monitor its implementation.

Contents:

1. Introduction
2. Entitlement to paternity leave
3. Stillbirth and neonatal loss
4. Taking paternity leave
5. Paternity pay
6. During paternity leave

1. Introduction

This policy outlines when an employee may be entitled to paternity leave and paternity pay, and sets out the arrangements for taking it.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Partners (that is, spouse, civil partner or cohabiting partner) have the right to take paid time off work to accompany the pregnant person to up to two antenatal appointments (approved by the line manager/Headteacher in advance).

In some cases, you and your partner may be eligible to opt into the shared parental leave (SPL) scheme which gives you more flexibility to share the leave and pay available in the first year. This is in addition to your right to paternity leave. (See Shared Parental Leave Policy.)

2. Entitlement to paternity leave

Paternity leave is available on the birth of a child from day one of employment if either:

2.1 you are the biological father and will have some responsibility for the child's upbringing; or

2.2 you are the partner (that is, spouse, civil partner or cohabiting partner) of the mother, and will have the main responsibility (with the mother) for the child's upbringing; or

2.3 the child is born to a surrogate mother where you are, or your partner is, one of the child's biological parents, and you expect to obtain a parental order giving you and your partner legal responsibility for the child.

Paternity leave is available where a child is placed with you for adoption by an adoption agency.

In adoption or surrogacy cases you may be entitled to take adoption leave instead. However, adoption leave may only be taken by one parent. Paternity leave is available to the other parent (of either sex).

3. Stillbirth and neonatal loss

If eligible, you are entitled to paternity leave and pay if your child is stillborn after 24 weeks of pregnancy or born alive at any stage of pregnancy but does not survive (neonatal loss).

4. Taking paternity leave

Up to two weeks paternity leave can be taken. Paternity leave does not have to be taken in one single period, but the leave must be booked in blocks of at least one week. This means that the leave can be taken in one single block of one week, one single block of two weeks, or two separate blocks of a week each.

You can start your leave on the date of birth or placement, or later, provided it is taken within 52 weeks of the birth (or the expected week of childbirth if the child is born early) or placement.

To take paternity leave you must give the Headteacher written notice by the end of the 15th week before the Expected Week of Childbirth (or no more than seven days after the adoption agency notified you of being matched with a child), or as soon as you reasonably can, stating:

4.1 the Expected Week of Childbirth (or date of placement);

4.2 a declaration confirming you meet the eligibility requirements to take paternity leave.

For each occasion that you wish to take a period of paternity leave, you must give the Headteacher your further notice in writing of:

4.3 when you want to start your leave (you can choose to take this in one single block or two separate blocks);

4.4 whether you wish to take one or two weeks' leave; and

4.5 your declaration that the purpose of the leave is to care for the child or support the child's mother/the child's adopter.

You have three options for when to start a period of paternity leave:

4.6 On the date of your child's birth (or placed for adoption): Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth (or within seven days after the date on which the child's adopter is notified of having been matched for adoption).

4.7 A set number of days after your child's birth (or placed for adoption): Your period of leave notice should be received by us at least 28 days (7 days for adoption) before the date falling that set number of days counted from the first day of the expected week of childbirth (placement).

4.8 On a predetermined date (which has to be no earlier than the first day of the expected week of childbirth/placement): Your period of leave notice should be received by us at least 28 days before that predetermined date (7 days for adoption).

You can change the intended start date by giving us 28 days' notice or, if this is not possible, as much notice as you can.

5. Paternity pay

Statutory paternity pay (**SPP**) is payable during paternity leave provided your average earnings are not less than the lower earnings limit set by the government each tax year. The rate of SPP is set by the government each tax year.

You will qualify for enhanced paternity pay from day one of employment. This is paid at the rate of your normal basic salary during paternity leave and includes any SPP that may be due for that period.

In order to receive enhanced paternity pay you must first confirm in writing that you intend to return to work for at least six months after your paternity leave (and any shared parental leave in respect of the same child), and that you agree to repay any enhanced paternity pay (but not SPP) if you later decide not to work this minimum period.

6. During paternity leave

All the usual terms and conditions of your employment remain in force during paternity leave, except for the terms relating to pay.

If you are a member of the pension scheme (TPS or LGPS), we will make employer pension contributions during paternity leave, based on your normal salary, in accordance with the scheme rules. Any employee contributions you make will be based on the amount of any paternity pay you are receiving, unless you inform the HR Manager that you wish to make up any shortfall.