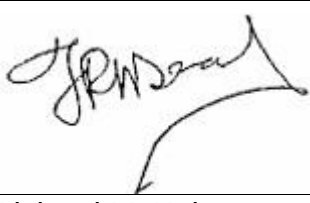
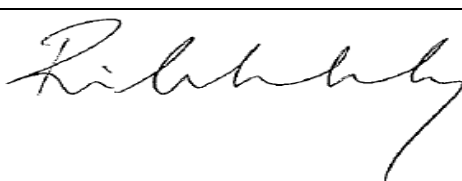

ANSTEY FIRST SCHOOL

Parental Leave (Unpaid) Policy

Approved by: Full Governing Board
Last reviewed on: April 2026
Next review due by: April 2027

Date: April 2026

Approval

Approved by: Full Governing Body	
Chair of Governors Name	Tom Sealy
Signature	
Headteacher's Name	Richard McKelvey
Signature	

Version

Version	Author	Notes
V1.0	M Taylor	New Policy

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1. Scope

- 1.1 This policy applies to all employees. It has been subject to consultation with Trade Unions. It does not form part of an employee's contract of employment and we reserve the right to amend it at any time.

2. Introduction

- 2.2 There will be occasions when working parents wish to take time off work to care for or spend time with their child or children.
- 2.2 Unpaid Parental Leave is not the same as Shared Parental Leave. Please see separate Shared Parental Leave Policies for Birth and Adoption.

3. Eligibility

- 3.1 Parental Leave is available to employees from the first day of their employment, and who meet one of the following conditions:
- they are the parent of a child who is under 18 years of age
 - they have adopted a child under the age of 18
 - they are the stepparent of a child who is under 18 years of age and have parental responsibility agreed by both biological parents
 - they have legal parental responsibility for a child who is under 18 years of age.
- 3.2 You must be taking the leave to spend time with or otherwise care for the child.
- 3.3 Employers can ask for proof to support their eligibility (for example a birth certificate) where reasonable to do so.
- 3.4 The leave is unpaid.

4. Amount of Parental Leave

- 4.1 If you are eligible for parental leave, you will be entitled to up to 18 weeks' unpaid parental leave per child, which can be taken up until the child's 18th birthday. If you work part time, your entitlement to leave will be pro rata to the weekly hours or days worked.
- 4.2 Employees may take up to four weeks' leave in respect of any individual child in any year.
- 4.3 Employees must take parental leave as whole weeks (e.g., 1 week or 2 weeks) rather than individual days, unless your child is disabled. You do not have to take all the leave at once.

5. Notice of intention to take Parental Leave

- 5.1 To apply for parental leave, you must provide at least 21 days' notice of the period of leave that you propose to take. Where the request is due to having a baby or adopting, it is 21 days before the week the baby or child is expected. This notice must specify the dates on which the period of leave is to begin and end.
- 5.2 We may postpone a period of unpaid parental leave where we consider the School / Trust / Setting would be unduly disrupted if the employee were to take leave during the period requested. In such a case, we will allow the employee to take an equivalent period of unpaid parental leave within six months of the originally requested start date. We will give notice in writing of the postponement stating the reason for it and specifying suggested dates for the employee to take parental leave. Such notice will be given no more than seven days after the employee's notice was given to us.
- 5.3 There are instances where we cannot postpone a period of unpaid parental leave. This is where parental leave has been requested immediately after childbirth, immediately after placement for adoption or where the postponement would mean that the employee is no longer eligible e.g., the postponement would take the leave until after the child's 18th birthday.
- 5.4 Unpaid parental leave is not intended to be used for emergencies or unexpected events where you need to take time off to care for your child. You should refer to the Dependant Leave policy in these situations.

6. Entitlement on return from Parental Leave

- 6.1 On return from unpaid parental leave you are entitled to return to the same role, with the same terms and conditions of employment. You should not be disadvantaged, treated unfairly, or dismissed as a result of taking unpaid parental leave.

7. Keeping Records

- 7.1 We may / will keep a record of requests for parental leave and the amount of parental leave taken during your employment. We may / will also make enquiries of previous employers or seek a declaration from you as to how much parental leave you have taken.

Appendix 1: Form – Notification of Intention to Take Parental Leave (unpaid)

Personal details
Preferred title.....
Full name.....
Home Address.....
.....Post Code
Home Telephone Number.....
National Insurance Number.....
Personnel Number.....
EmployerEmployer Ref. No.....
Post Held.....
Teaching staff ☐ Non-teaching staff ☐
Your dates for pay and leave
Date of commencement of employment [date].
Amount of unpaid parental leave taken previously in respect of relevant child [amount weeks / day(s)].
I would like to apply for [number] [weeks/ day(s)] unpaid parental leave.
From [date] to [date].
(Applications for unpaid parental leave in periods of a day or multiples thereof may be made only where the child in question is disabled)

The leave requested relates to my baby/child [who is due on [date] / or who was born on [date].]

I attach a copy of the relevant birth certificate/adoption papers ☐

(For the first application for unpaid parental leave only)

Declaration

I recognise that you are entitled to make enquiries of all or any of my previous employers in relation to any previous periods of unpaid parental leave taken.

I also recognise that you may postpone the period of leave requested by up to six months (unless the leave requested coincides with the expected week of my child's birth or adoption) where the business would otherwise be unduly disrupted by my absence.

The information provided in this application is true and accurate

Signed Date

Authorisation

I have checked the above information and (*delete as appropriate*)

- a) approve this request; OR
- b) I do not approve this request for the reasons below [and], [if eligible] [suggest that it is postponed until / after [date]]. Reasons for postponement or ineligibility:

Signed Date

Headteacher/Line Manager