



**Policy:** Paternity

**Policy reference No:** 047

**Date:** September 2025

**Person responsible for policy:** Stephen Dean, Chief Executive Officer

**Authorised by:** Board of Trustees

**Review date:** December 2027

This policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

## **Flourishing together through LIFE**

### **Paternity leave**

For parents of babies born after 06 April 2024, Paternity leave is a period of one or two weeks that can be taken either together, or two separate blocks of one week that a pregnant employee's spouse, civil partner, the child's other parent, or partner can take off from work to care for their baby or child or to support the child's adopter within the first 52 weeks after the birth or adoption of a child.

### **Attending antenatal appointments**

After 12 weeks continuous employment, an employee has the right to take unpaid time off to accompany a pregnant person with whom they have parental responsibilities for, to two antenatal appointments.

This applies to the employee's spouse, civil partner of the pregnant person, or the partner cohabiting with the pregnant person in an enduring family relationship. In addition, employees will be eligible for the time off if they are the other parent of the expected child. We expect that normally no more than half a day is needed for an antenatal appointment, but the leave includes the time needed to travel to the appointment and any waiting time needed at the appointment and can be for a maximum of six-and-a-half hours on each occasion.

If an employee would like to make a request for time off to accompany someone at an antenatal appointment, they should in the first instance contact their Head Teacher.

### **Eligibility for paternity leave**

For birth, employees must meet the following criteria:

- Have 26 weeks' continuous service by the end of the qualifying week. This is the 15th week before the expected week of childbirth (EWC). A week starts on a Sunday and ends on a Saturday.
- Be the birth parent's spouse, civil partner, partner or the child's other parent.
- Have or expect to have responsibility for the upbringing of the child.
- Stay continuously employed by the school from the qualifying week to the day the child is born.

### **Amount of paternity leave**

If the employee qualifies, and the baby is born after 06 April 2024, they are entitled to one or two weeks paternity leave. The employee can take their leave as either; two weeks together or two separate blocks of one week

### **Starting paternity leave – for births after 06 April 2024**

For birth, paternity leave (and pay) can begin any time from the date the child was born but must be completed within 52 weeks of the birth.

However, if the child is born prematurely, the employee can take leave during the period beginning with the day the child was born and ending 52 weeks after the first day of the EWC.

Paternity leave (and pay) can begin any time from the date the child was born but must be completed within 52 weeks of the birth.

### **Rate of paternity pay**

- Paternity pay will be paid at rate of statutory paternity pay (SPP). The statutory weekly rate of Paternity Pay is £184.03, or 90% of your average weekly earnings (whichever is lower).
- Any money you get is paid in the same way as your wages, for example monthly or weekly. Tax and National Insurance will be deducted.

### **Making a request to take paternity leave**

Employees must complete the [paternity leave form](#) at the end of this policy and send this to their Headteacher with a copy to the H.R Officer [asharkey@primaryquest.co.uk](mailto:asharkey@primaryquest.co.uk) 28 days before the expected week of childbirth.

For births, the employee must also tell their Headteacher the date the child was born, within seven calendar days of the birth.

### **Changing the paternity leave start date**

The employee must give their Head Teacher and the H.R Officer [asharkey@primaryquest.co.uk](mailto:asharkey@primaryquest.co.uk) 28 days' written notice of the new date, unless at the discretion of the Head teacher the needs of the school can accommodate a shorter notice period.

Where the employee has chosen to start paternity leave and pay on a specified date, but the

child has not been born by that date, they must inform their Head Teacher of the new date they wish to start paternity leave, bearing in mind appropriate notice.

### **Birth of more than one child**

An employee is only entitled to one period of two weeks paternity leave per pregnancy.

Where more than one child is born as a result of the same pregnancy, the date of birth of the first child born will determine the start of the 52 week period, unless the children were premature.

### **Paternity leave and pensions contributions**

Employees who are members of the Teachers' Pension Scheme will pay pension contributions on the statutory pay received during paternity leave.

For further advice and guidance, employees should contact Teachers Pensions.

### **Paternity pay entitlements and factors affecting paternity pay**

The entitlement to statutory paternity pay (SPP) – what the state pays – may be affected by late notification, no evidence of entitlement and average weekly earnings in the eight weeks up to the end of the qualifying week of less than the lower earnings limit in force at the end of that week.



### Request for Statutory Paternity Leave Form (Birth)

Personal Details	
Name:	
Employee/SAP no:	
National Insurance no:	

The baby is due on:

DD	MM	YYYY
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If the baby has been born, please enter the actual date of birth and also give the date the baby was due in the above box:

DD	MM	YYYY
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I would like my SPP and/or paternity leave to start on:

DD	MM	YYYY
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I intend to take one / two\* weeks (*\*delete as appropriate*)

I intend to take one week now and another week within the next 52 weeks. Date to be confirmed at a later date, providing 4 weeks' notice prior to the request

You must be able to tick all three boxes below to get Statutory Paternity Leave and Statutory Paternity Pay.

I declare that I:

1. have or expect to have responsibility for the child's upbringing
2. am the birth parent's spouse, civil partner, the child's other parent, but not an immediate relative
3. will take time off work to support the birth parent or care for the child.

Signature:..... Date:.....

Once complete, please send this form to your Headteacher and H.R Officer  
[asharkey@primaryquest.co.uk](mailto:asharkey@primaryquest.co.uk)