



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

School Paternity Policy

School	Ysgol Cybi
Date policy approved and adopted by Governing Body	21/5/24
Review frequency	Every 3 Years
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Head teacher	Owain Lemin Roberts
Chair of Governors	Colin Bell

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1. Introduction

This policy sets out the rights of employees to paternity leave and pay in relation to children who:

- are expected to be born after 6 April 2024; or
- are expected to be placed for adoption with the adopter (or enter Great Britain for adoptions from overseas) on or after 6 April 2024.

The policy also applies where the baby dies or is stillborn after a pregnancy lasting at least 24 weeks.

2. Entitlement to paternity leave (birth)

You can take paternity leave for the purpose of caring for the child or supporting the child's mother if:

- you have at least 26 weeks' continuous service with one or more local authority at the end of the 15th week before the expected week of childbirth;
- you are the child's biological father and have or expect to have responsibility for the child's upbringing; or
- you are the spouse, civil partner, or partner of the child's mother and have or expect to have the main responsibility (apart from the mother) for the child's upbringing.
- you are the intended parent (if you're having a baby through a surrogacy arrangement)
- In addition to the above, the right to 'Paternity leave and pay' is available to designated carers, e.g extended family where there is no-one that conforms to the above requirements available.

To exercise your right to take paternity leave in a birth situation, you must comply with the notification procedure set out below (see Notice to take paternity leave (birth)).

3. Entitlement to paternity leave (adoption)

You can take paternity leave for the purpose of caring for the adopted child or supporting the child's adopter if:

- you have at least 26 weeks' continuous service at the end of the week in which the child's adopter is notified of being matched for adoption (or received the official notification for adoptions from overseas); and

- you are the spouse, civil partner, or partner of the child's adopter, and have or expect to have the main responsibility (apart from the adopter) for the child's upbringing.
- you are the intended parent (if you're having a baby through a surrogacy arrangement)
- In addition to the above, the right to 'Paternity leave and pay' is available to designated carers, e.g. extended family where there is no-one that conforms to the above requirements available.

If you are one of a couple jointly adopting a child, only one of you will be entitled to take adoption leave and the other parent may elect to take a period of paternity leave, provided that the relevant qualifying conditions are met.

To exercise your right to take paternity leave in an adoption situation, you must comply with the notification procedure set out below (see Notice to take paternity leave (adoption)).

4. Amount of paternity leave you can take

You can take up to two weeks' paternity leave. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.

This means that you can take the leave in one single block of one week, one single block of two weeks, or two separate blocks of a week each.

You can take only two weeks' paternity leave per pregnancy or adoption, even if more than one child is born as a result of the pregnancy or more than one child is placed under the same adoption arrangement.

5. Timing of paternity leave

You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early).

With the exception of adoption, the leave commencement date does not need to be precise but cannot be sooner than the expected date of birth. Where the child is born earlier than expected, the leave can commence on the day following the birth of the child, providing that Headteacher approval has been received.

In the case of an adopted child, the 52-week period runs from the date on which the child was placed for adoption with the adopter (or the child's entry into Great Britain for adoptions from overseas).

If you wish to take shared parental leave, you must take your paternity leave first. You cannot take paternity leave if you have already taken a period of shared parental leave in relation to the same child.

6. Notice to take paternity leave (birth)

Notice of entitlement (birth)

Before you can take paternity leave, you will need to give your Head teacher notice in writing, at least 15 weeks before the expected week of childbirth, of:

- the expected week of childbirth; and
- your declaration confirming that you meet the eligibility requirements to take paternity leave.

You should submit your notice and declaration using the notice of entitlement (birth) form (Appendix A).

Period of leave notice (birth)

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

- when you want to start your leave (you can choose to take this in one single block or two separate blocks);
- whether you wish to take one or two weeks' leave; and
- your declaration that the purpose of the leave is to care for the child or support the child's mother.

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

- **On the date of your child's birth:** Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth.
- **A set number of days after your child's birth:** Your period of leave notice should be received by us at least 28 days before the date falling that set number of days counted from the first day of the expected week of childbirth.
- **On a predetermined date (which has to be no earlier than the first day of the expected week of childbirth):** Your period of leave notice should be received by us at least 28 days before that predetermined date.

You should submit your notice of leave and declaration using the period of leave notice form (birth) (Appendix B).

7. Notice to take paternity leave (adoption)

Notice of entitlement (adoption)

Before you can take paternity leave, you will need to give your Head teacher notice in writing, within seven days after the date on which the child's adopter is notified that they have been matched for adoption, of:

- the date on which the adopter was notified that they have been matched for adoption;
- the date on which the child is expected to be placed for adoption with the adopter (or, if they have already been placed for adoption, the date of the placement); and
- your declaration confirming that you meet the eligibility requirements to take paternity leave.

You should submit your notice and declaration using the notice of entitlement (adoption) form (Appendix C).

Period of leave notice (adoption within the UK)

For each occasion that you wish to take a period of paternity leave, you must give your Head teacher further notice in writing within seven days after the date on which the child's adopter is notified of having been matched for adoption, of:

- when you want to start your leave (you can choose to take this in one single block or two separate blocks);
- whether you wish to take one or two weeks' leave; and
- your declaration that the purpose of the leave is to care for the child or support the child's adopter.

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

- on the date on which the child is placed for adoption;
- a set number of days after the child is placed for adoption; or
- on a predetermined date, which must be no earlier than the first day of the child's placement for adoption.

You should submit your notice of leave and declaration using the period of leave form (adoption) (Appendix D).

8. Changing your paternity leave plans

If you have submitted a period of leave notice but wish to cancel or vary the timing of your paternity leave, you must inform your Head teacher at least 28 days before the original date stated in your period of leave notice, or the revised start date, whichever is earlier.

9. Paternity pay

You will continue to be paid your normal rate of pay while taking paternity leave provided:

- you are entitled to take paternity leave;
- you remain in continuous employment with us on the date the child is born (in a birth situation), is placed for adoption (for adoptions within the UK) or entered Great Britain (for adoptions from overseas); and
- you have complied with the notice and evidential requirements and are able to provide the declarations as set out in this policy.

10. Your rights - paternity leave

During paternity leave, all the terms and conditions of your contract except normal pay will continue. Your pay will be replaced with paternity pay if you are eligible for it. However, other benefits such as holiday entitlement will continue to accrue and pension contributions will continue to be paid.

11. Returning to work after paternity leave

Following your paternity leave, you generally have the right to resume working in the same job as before on terms and conditions that are no less favourable than the terms that would have applied had you not been absent. Your continuity of employment is not affected.

12. Data Protection

The Council processes personal data collected in accordance with its Data Protection Policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of managing shared parental leave arrangements. Inappropriate

access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the relevant disciplinary procedure.

13. Policy Review

The Paternity Leave Policy will be reviewed on a regular basis considering operating experience or changes to legislation.

Appendix A

Paternity leave: Notice of entitlement (birth)			
Name of employee:			
Pay number:			
School:			
Expected week of child's birth:			
I declare that:			Please tick as appropriate:
I am the child's biological father OR			
I am married to the child's mother OR			
I am the civil partner of the child's mother OR			
I am the partner of the child's mother OR			
I am the intended parent (if having a baby through a surrogacy arrangement) OR			
I am the designated carer (e.g extended family where there is no-one that conforms to the above requirements available)			
AND			
I will have responsibility for the child's upbringing			
Signed:		Date:	
Notes			

This notice must be submitted to your Head teacher at least 15 weeks before the expected week of childbirth. The purpose of this form is to check that you are entitled to paternity leave.

You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early). You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.

For each occasion that you wish to take a period of paternity leave, you must submit further notice using the period of leave notice form (birth) (Appendix B).

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

- **On the date of your child's birth:** Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth.
- **A set number of days after your child's birth:** Your period of leave notice should be received by us at least 28 days before the date falling that set number of days counted from the first day of the expected week of childbirth.
- **On a predetermined date (which must be no earlier than the first day of the expected week of childbirth):** Your period of leave notice should be received by us at least 28 days before that predetermined date.

Appendix B

Paternity leave: Period of leave notice (birth child)		
Name of employee:		
Pay number:		
School:		
Actual date of child's birth (if applicable):		
I hereby give notice of my intention to take paternity leave and pay starting:		Please tick as appropriate:
on the date on which the child is born OR		
[] days after the child is born OR		
on [] (a date later than the first day of the child's expected week of birth)		
I understand that I can take my leave in one single block of two weeks or split it into two separate blocks of one week. On this occasion, I intend to take:		Please tick as appropriate:
One week's leave OR		
Two weeks' leave		
I declare that:		Please tick as appropriate:
I will be absent from work for the purpose of caring for the child or supporting the child's mother		
Signed:		Date:

Notes

This notice is to confirm to the school when you intend to take your paternity leave. You must have already submitted a notice of entitlement using the notice of entitlement (birth) form (Appendix A) before using this form (or you can submit it at the same time).

You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early). You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.

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

- **On the date of your child's birth:** Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth.
- **A set number of days after your child's birth:** Your period of leave notice should be received by us at least 28 days before the date falling that set number of days counted from the first day of the expected week of childbirth.
- **On a predetermined date (which has to be no earlier than the first day of the expected week of childbirth):** Your period of leave notice should be received by us at least 28 days before that predetermined date.

If you begin your statutory paternity leave and paternity pay on the day the child is born or, where you are at work on that day, the following day, or a date falling a specified number of days after the child's birth, you should give further notice to your Head teacher, as soon as reasonably practicable after the child's birth, of the date the child was born.

Appendix C

Paternity leave: Notice of entitlement (adoption)	
Name of employee:	
Pay number:	
School:	
Date on which adopter was notified that they have been matched for adoption:	
Date on which child is expected to be placed for adoption with adopter (or, if they have already been placed for adoption, the date of placement):	
I declare that:	Please tick as appropriate:
I am married to the child's adopter OR	
I am the civil partner of the child's adopter OR	
I am the partner of the child's adopter OR	
I am the intended parent (if having a baby through a surrogacy arrangement) OR	
I am the designated carer (e.g extended family where there is no-one that conforms to the above requirements available)	
AND	

I will have responsibility for the child's upbringing			
Signed:		Date:	
<p>Notes</p> <p>This notice must be submitted to your Head teacher within seven days after the date on which the child's adopter is notified that they have been matched for adoption. The purpose of this form is to allow us to check that you are entitled to paternity leave.</p> <p>At the same time, you must give further notice using the period of leave form (adoption) (Appendix D) for each occasion that you wish to take paternity leave.</p> <p>You have three options for when to start a period of paternity leave:</p> <ul style="list-style-type: none"> • on the date on which the child is placed for adoption; • a set number of days after the child is placed for adoption; or • on a predetermined date, which has to be no earlier than the first day of the child's placement for adoption. <p>You must take your paternity leave in full within 52 weeks of the date on which the child was placed for adoption with the adopter. You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.</p>			

Appendix D

Paternity leave: Period of leave notice (adoption)	
Name of employee:	
Pay number:	
School:	
Date on which adopter was notified that they have been matched for adoption:	
Section A: Please fill out if you intend to take your paternity leave in a single block of two weeks. I hereby give notice of my intention to take paternity leave and pay starting:	Please tick as appropriate:
on the date on which the child is placed for adoption OR	
[] days after the child is placed for adoption OR	
on [] (a date on or after the first day that the child is placed for adoption)	
Section B: Please fill out if you intend to take your paternity leave in a single block of one week. I hereby give notice of my intention to take paternity leave and pay starting:	Please tick as appropriate:
on the date on which the child is placed for adoption OR	
[] days after the child is placed for adoption OR	
on [] (a date on or after the first day that the child is placed for adoption)	
Section C: Please fill out if you have completed section B and intend to take a further one week period of paternity	Please tick as appropriate:

leave. I hereby give notice of my intention to take paternity leave and pay starting:			
on the date on which the child is placed for adoption OR			
[] days after the child is placed for adoption OR			
on [] (a date on or after the first day that the child is placed for adoption)			
I declare that:			Please tick as appropriate:
I will be absent from work for the purpose of caring for the child or supporting the child's adopter			
Signed:		Date:	
<p>Notes</p> <p>This notice is to confirm to the school when you intend to take your paternity leave. You must submit this form at the same time as your notice of entitlement using the notice of entitlement (adoption) form (Appendix C).</p> <p>You have three options for when to start a period of paternity leave:</p> <ul style="list-style-type: none"> • on the date on which the child is placed for adoption; • a set number of days after the child is placed for adoption; or • on a predetermined date, which has to be no earlier than the first day of the child's placement for adoption. <p>You must take your paternity leave in full within 52 weeks of the date on which the child was placed for adoption with the adopter. You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.</p> <p>If you begin your statutory paternity leave and paternity pay on the day the child is placed for adoption or, where you are at work on that day, the following day, or a date falling a specified number of days after the date of placement, you should give further notice to your Head teacher, as soon as reasonably practicable after the child's placement, of the date on which the child was placed for adoption.</p>			