



# EPA Paternity Policy



<b>THIS POLICY WAS AGREED BY TRUSTEES ON (Date):</b>	10 <sup>th</sup> December 2025
<b>REVIEW DATE:</b>	10 <sup>th</sup> December 2028
<b>CHAIR OF TRUSTEES:</b>	
<b>CEO:</b>	

## Introduction

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This policy has been drawn up following consultation with OHRF and all the recognised trade unions and associations Advice and support on the application of this policy is available from EPA CEO – [admin@epatrust.org](mailto:admin@epatrust.org)

1. This policy applies to all employees working in schools. It should be read in conjunction with other relevant documents such as the School Teachers' Pay and Conditions Document (STPCD), Conditions of Service for School Teachers in England and Wales (Burgundy Book) and the Oxfordshire Local Agreement (OLA) and/or the National Agreement on Pay and Conditions of Service for support staff (the Green Book).
2. The Trust has chosen to continue to use the STPCD, Burgundy Book, and Green Book also.
3. The term 'headteacher' has been used throughout this document, however depending on the size and structure of the school this role may be delegated to other members of the senior leadership team, school business managers or line managers as appropriate.

### **Who does this scheme apply to?**

4. Under this scheme, employees whose partner is having a baby or adopting a child may be eligible for paternity leave.
5. Employees must be taking time off to look after the child and be one of the following:
  - the father
  - the spouse or partner of the mother or adopter
  - the child's adopter

### **Time off for partners to attend ante-natal and adoption appointments**

6. Expectant fathers or partners are entitled to unpaid time off to attend up to two ante-natal appointments with the mother.
7. By law, time off is given to employees applying to adopt, to attend up to five adoption appointments. The time off will be paid where the employee is adopting the child on their own. If the employee is adopting jointly then one of the parents may elect to receive the time off as paid and the other will be entitled to take the time off as unpaid.
8. Head teachers/managers may ask to see an appointment card or other evidence of appointments.

## Eligibility to take Paternity Leave

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### Entitlement to leave and enhanced pay depends on your length of service:

- An employee who has worked for an EPA school for less than 26 weeks by the end of the 15th week before the expected week of childbirth (known as the 'qualifying week') or if adopting by the 'matching week' is entitled to one week's paid leave, paid at their normal salary
- An employee who has worked for an EPA school for at least 26 weeks by the end of the 15th week before the expected week of childbirth or if adopting by the 'matching week' is entitled to up to two weeks paid leave, paid at their normal salary. This is inclusive of Statutory Paternity Pay (SPP).
- Tax and National Insurance will be deducted in the normal way.

9. For adoption the 'matching week' is either:

- the end of the week they are matched with the child (UK adoptions)
- the date the child enters the UK or when the employee wants their pay to start (overseas adoptions).

## Taking Paternity Leave

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10. A week is the same number of days that the employee normally works in a week.

11. The same amount of leave applies if the employee's partner has a multiple birth (e.g. twins).

12. The leave can be taken in two separate blocks

13. Paternity Leave cannot start before the birth and must end within one year of the actual date of birth. For adopters, Paternity Leave can start:

- on the date of placement
- an agreed number of days after the date of placement
- on the date the child arrives in the UK or an agreed number of days after this (overseas adoptions only).

14. Leave must be taken within one year of placement or the child's arrival in the UK (overseas adoptions).

### **Giving notice to take Paternity Leave**

15. At least 15 weeks before the baby is expected to be born, employees must fill in [Request for Paternity Leave and Pay – Fill in form](#)
16. which states the intention and eligibility to take Paternity Leave and send it to their line manager or head teacher and may be asked to provide a copy of the MATB1. Employees have until 4 weeks prior to taking the leave to confirm when it is intended to be taken. However, it is requested that as much notice as possible is given, ideally at least two months' notice, in order for cover to be planned, particularly for those in pupil/student facing roles.
17. Employees who are co-adopting or whose partner is adopting must fill in the [Request for Paternity Leave and Pay – Fill in form](#)
18. within seven days of being matched with a child and send it to their head teacher or line manager. Employees may be asked to provide a copy of the 'matching certificate' issued by the adoption agency.
19. Employees who are adopting a child from abroad and who want to apply for Statutory Paternity Pay and Leave must also fill in [form SC5](#).
20. Employees don't have to give a precise date when they want to take leave but instead can give the general time such as the day of the birth or one week after the birth.

Employees must give their head teacher/line manager 28 days' notice if they want to change the date of their paternity leave. If this is not reasonably practicable, as much notice of the new start or end date as possible must be given.

### **Employment rights when on paternity leave**

21. Employee's employment rights are protected while on paternity leave.

### **Annual leave**

22. Annual leave entitlement continues to accrue during paternity leave. For staff working term time only any accrued entitlement is included in normal school closure periods.
23. No pay in lieu of days owed is payable.

### **Pension**

24. Pension contributions continue during paid periods of Paternity Leave.

25. For members of the Local Government Pension Scheme (LGPS) Employees can find information and interactive tools to show costs of buying lost pension on [www.oxfordshire.gov.uk/business/pensions/members-pensions-scheme/current-members](http://www.oxfordshire.gov.uk/business/pensions/members-pensions-scheme/current-members)

(Use the section 'Buying back lost pension').

26. The Teachers' Pension Scheme does not allow service during periods of unpaid leave to be purchased but there is provision for Additional Pension to be purchased when returning to paid teaching service. Full details are on the Teachers' Pensions website.

### Requests for flexible working

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27. All employees have the right to request flexible working, and the head teacher/line manager will give careful consideration to all requests, ensuring that the needs and priorities of the school can be met before agreeing to any new arrangements. See the EPA Flexible working policy on the website.