



Education Trust

Inspiring the individuals of today, for a better society tomorrow,
"Aspire, Belong, Collaborate"

RET SHARED PARENTAL LEAVE POLICY

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INTRODUCTION

What is Shared Parental Leave (SPL) and Shared Parental Pay (ShPP)?

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year following the child's birth or the placement for adoption.

It provides parents with flexibility in how they care for and bond with their child during the first year. All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay.

This policy sets out the statutory rights and responsibilities of employees who wish to take statutory **Shared Parental Leave (SPL)** and statutory **Shared Parental Pay (ShPP)**.

Riviera Education Trust recognises that, from time to time, employees may have questions or concerns relating to their shared parental rights. It is the School's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible.

Definitions

The following definitions are used in this policy:

"Mother" refers to the person who gives birth to the child, including a birth mother in a surrogacy arrangement.

"Partner" means the father of the child, or the person who, at the date of the child's birth, is married to, the civil partner of, or the partner of the mother. This includes someone, of either sex, who lives with the mother and the child in an enduring family relationship but who is not the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew. *This also includes an intended parent in a surrogacy arrangement who meets the eligibility criteria*

"Primary Adopter": the person who is eligible for adoption leave and who has the main responsibility for the adopted child's care.

"Expected week of childbirth" means the week, starting on a Sunday, during which the mother's doctor or midwife expects them to give birth.

Scope

This policy applies to employees of Riviera Education Trust, whether they are the mother or the partner. Where only one parent is employed by the Trust, the other parent must follow the notification requirements of their own employer's policy (if applicable)



Equality Statement

This policy applies equally to all Trust employees regardless of their age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership. Care will be taken to ensure that no traditionally excluded groups are adversely impacted in implementing this policy. Monitoring will take place to ensure compliance and fairness.

ENTITLEMENT AND ELIGIBILITY

Entitlement to Shared Parental Leave and Pay

The amount of shared parental leave to which an individual is entitled will depend on when the mother brings their maternity leave period to an end and the amount of leave that the other parent takes in respect of the child.

Eligible parents will potentially be able to share a maximum of 50 weeks of leave and 39 weeks' statutory pay for the purpose of caring for a child within the first year of the child's life or in the year after the child is placed for adoption.

Shared parental leave cannot be taken until after the birth/placing of the child.

Partners do not have to work for the School but they must satisfy minimum employment and earnings criteria, which are as follows: -

- have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks; and
- have, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child.

The partner's employer will need to be able to confirm this in order for them to be eligible to take SPL.

The School's Payroll provider will confirm to School employees their eligibility to SPL and ShPP in writing once they have submitted their request and notice of intention.



Who is eligible for Shared Parental Leave?

Employee Eligibility

An employee may be eligible for Shared Parental Leave and/or Shared Parental Pay if they:

- **Are either:**
 - a. the birth parent (mother), or
 - b. the biological father, or
 - c. the spouse, civil partner or partner (including same-sex relationships) of the birth parent or primary adopter;
- **Have at least 26 weeks of continuous service** with Riviera Education Trust by the end of the 15th week before the baby is due or the child is placed for adoption;
- **Continue to be employed** by the Trust while they take SPL;
- **Have, at the date of the child's birth or placement,** the main responsibility for the care of the child (apart from the other parent).

In addition, the other parent must also meet a set of employment and earnings criteria.

Partner's Qualifying Conditions

The other parent (not employed by the Trust) must:

- **Have been employed or self-employed** in at least 26 of the 66 weeks prior to the expected week of childbirth (or adoption placement);
- **Have earned at least £30 per week** in any 13 of those 66 weeks (this is the current maternity allowance threshold, which may change annually);
- **Share responsibility** for the care of the child at the time of the birth or placement.

You can check your eligibility for Shared Parental Leave and Pay using the government's online tool:

<https://www.check-shared-parental-leave.service.gov.uk/nature-of-parenthood>

How can Shared Parental Leave be taken?

SPL must be taken in complete weeks, it can be taken:

- as one continuous block; or
- in multiples of complete weeks.



SPL must be taken in blocks of at least one week and must be taken **within 52 weeks of the birth or adoption**. Provided that both parents qualify for SPL the leave can be taken at the same time by both parents or separately.

Up to three periods of SPL leave can be taken per pregnancy or adoption.

To work out how and when you can take shared parental leave you can use the government tool below:

<https://www.gov.uk/plan-shared-parental-leave-pay>

CONDITIONS OF EMPLOYMENT

Terms and Conditions

During a period of shared parental leave employees will be entitled to the same terms and conditions that would have applied had they not taken the leave, with the exception of remuneration (pay).

Right to Return

Employees have the right to return to the same job if they have been on shared parental leave plus any other type of leave for 26 weeks or less.

If you have been on leave for more than 26 weeks you have the right to return to the same job unless this is not reasonably practicable. If due to organisational change your role no longer exists, you would be managed in accordance with the School's Redundancy policy.

Keeping in Touch Days

Each parent who is eligible for Shared Parental Leave may take up to a maximum of 20 Shared Parental Leave In Touch (SPLIT) days. This is in addition to the 10 Keeping in Touch (KIT) days available during maternity leave.

SPLIT days must be agreed in advance with the employee's line manager and requested in writing.

Taking SPLIT days, which are days where the employee attends work during Shared Parental Leave will not bring the leave or statutory pay to an end. On a SPLIT day, the employee will be paid for the number of hours worked.



MATERNITY LEAVE CURTAILMENT

Maternity Leave Curtailment Notice

Anyone eligible and intending to take shared parental leave must submit a maternity/adoption leave curtailment form, giving at least 8 weeks' notice stating that they wish to end their maternity or adoption leave early. This form can be found in **Appendix Two** of this document. The completed form should be sent to personnel@rivieraet.co.uk

The maternity leave curtailment notice **must be in writing** and state the date on which maternity leave is to end. That date must be:

- after the compulsory maternity leave period, which is two weeks after birth;
- at least eight weeks after the date on which the mother gave the maternity leave curtailment notice to their employer; and
- at least one week before what would be the end of the additional maternity leave period.

Once the employee has ended their maternity/adoption leave and has returned to work they will only be entitled to statutory pay during periods of shared parental leave. At that point, the employee cannot revert back to maternity leave.

Employees should give careful consideration to the financial implications of ending their maternity/adoption leave early if they are in receipt of occupational maternity/adoption pay. This is because SPL is paid at the lesser statutory rate.

Withdrawing Maternity Leave Curtailment Notice

The mother can withdraw her notice curtailing their maternity leave in limited circumstances. The withdrawal of a maternity leave curtailment notice must be in writing and can be given only if the mother has not returned to work. The mother can withdraw their maternity leave curtailment notice if:

- it is discovered that neither the mother nor the partner are entitled to shared parental leave or statutory shared parental pay and the mother withdraws their maternity leave curtailment notice within eight weeks of the date on which the notice was given;
- the maternity leave curtailment notice was given before the birth of the child and the mother withdraws their maternity leave curtailment notice within six weeks of the child's birth; or
- the partner has died.

Notice of Entitlement and Intention

Before taking leave, a notice of entitlement and intention to take shared parental leave must be submitted. This may be submitted at the same time as the maternity/adoption curtailment notice or at a later date but it cannot be later than 8 weeks before the date of the first period of shared



parental leave. This form can be found in **Appendix Three** of this document. The completed form should be sent to personnel@rivieraet.co.uk

Within 14 days of receiving a notice of entitlement and intention from the employee, whether the mother or partner, the Trust may request from the employee:

- a copy of the child's birth certificate (or, if the child has not been born, a copy of the birth certificate within 14 days of the birth - if the birth certificate has yet to be issued after this period, a signed declaration stating the date and location of the child's birth will suffice); and
- the name and address of the other parent's employer (or a declaration that the other parent has no employer).

The employee has 14 days from the date of the request to send their manager the required information.

Variation or Cancellation of Notice of Entitlement and Intention

The employee can vary or cancel their proposed shared parental leave dates following the submission of a notice of entitlement and intention, provided that they provides the School with a written notice. The written notice must contain:

- an indication as to when the employee intends to take shared parental leave (including the start and end dates for each period of leave);
- details of any periods of shared parental leave that have been notified through a period of leave notice;
- details of any periods of statutory shared parental pay that have been notified in relation to periods where shared parental leave was not to be taken; and
- a declaration signed by the mother and the partner that they agree to the variation.

A copy of any variation or cancellation will be shared with the relevant Payroll provider by the School.

Requesting Blocks of Leave

SPL can be requested in two ways: -

Continuous Leave - requests for a single block of continuous leave **must be agreed** upon by the School as this is a legal entitlement. Where the School agrees to the request they should write to the employee within 14 calendar days to confirm the request.

Discontinuous Leave - If a request is for more than a single block of leave (i.e. gaps in between leave and being at work) the School may:

- Agree on the request;



- Propose alternative dates for the leave to be taken; or
- Decline the request due to a business reason.

The School should agree on the outcome within 14 calendar days of receiving the request.

Up to three separate requests for periods of shared parental leave and three withdrawal notices may be submitted by the employee. Any periods of leave that have been declined do not count towards these totals.

If the employee has already decided the pattern of shared parental leave that they would like to take, they can provide more than one type of notice to their manager at the same time. For example, the mother could provide a maternity leave curtailment notice, notice of entitlement and intention and period of leave notice at the same time. Similarly, the partner could provide their notice of entitlement and intention and period of leave notice at the same time.

On receiving any of the above notices directly, the School are advised to contact Human Resources for guidance.

Self-Certification / Self Declaration

A completed self-certification must be provided by the employee as evidence of entitlement to SPL. This acts as a declaration.

The declaration must state that the individual:

- meets all the criteria to be eligible for shared parental leave and pay; and
- has met the notification requirements as detailed above.

Each parent/partner must complete the signed declaration section of their parental leave forms, with the notice of entitlement and intention, stating:

- their full name;
- their partner's full name;
- the name and address of their partner's employer;
- confirmation that they are eligible for shared parental leave;
- a statement that the information contained within the declaration is accurate;
- details of the amount of leave each parent/partner is to take (this is non-binding); and
- the consent of their partner, that they agree to the amount of shared parental leave each partner is to take.



The declaration can be found at the end of each parental leave form and sent to personnel@rvieraet.co.uk alongside the main form. A copy of which will be shared with the Trust's payroll provider.

False Declaration

If it is found that an employee is falsely claiming SPL or ShPP, this would amount to gross misconduct and would be dealt with accordingly under the School's disciplinary procedure. HMRC (His Majesty's Revenue and Customs) will also be notified of any false claims which could also result in a fraud conviction against the individual and/or their spouse/partner.

EXAMPLES

Example 1 - Can both parents take shared parental leave at the same time?

Yes, both parents can be absent from work on shared parental leave at the same time.

The amount of shared parental leave that the parents can share is 52 weeks, minus the amount of maternity leave taken by the mother, or adoption leave taken by the primary adopter. All leave must be taken before the child's first birthday, or before the first anniversary of the day on which the child was placed for adoption. For example, the mother could take two weeks' compulsory maternity leave followed by 40 weeks' shared parental leave. This would leave 10 weeks' shared parental leave for the father (or the mother's partner) to take at any time before the child's first birthday, either at the same time as the mother or when they have returned to work.

In total Mum has taken 42 weeks.

In total Mum has taken 42 weeks' Shared Parental Leave and 39 weeks' Shared Parental Pay, while Dad (or Partner) has taken 10 weeks' un-paid Shared Parental Leave.

Example 2. Can Parents take Shared Parental Leave together and separately?

Yes, both parents can take Shared Parental Leave together as well as splitting their Shared Parental Leave.

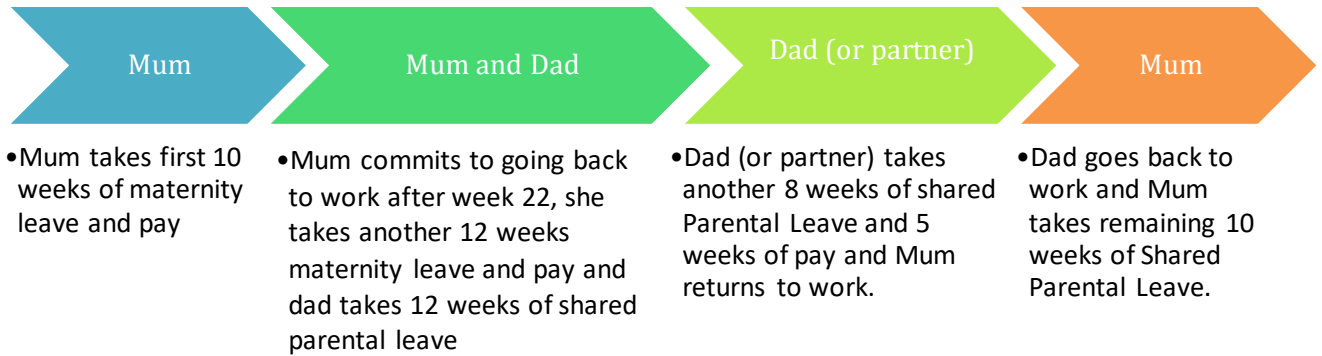
Mum takes 10 weeks maternity leave and pay. They then commits to going back to work at week 22, and by doing so frees up 30 weeks to be taken as Shared Parental Leave and 17 weeks of Shared parental pay still to be taken. Dad (or Partner) takes 12 weeks of leave and pay to coincide with weeks 11 to 22 of Mum's maternity leave.

Then he takes a further 5 weeks' Shared Parental Leave and the last 5 weeks of Shared Parental Pay and 3 weeks' of unpaid Shared Parental Leave, while Mum returns to work.

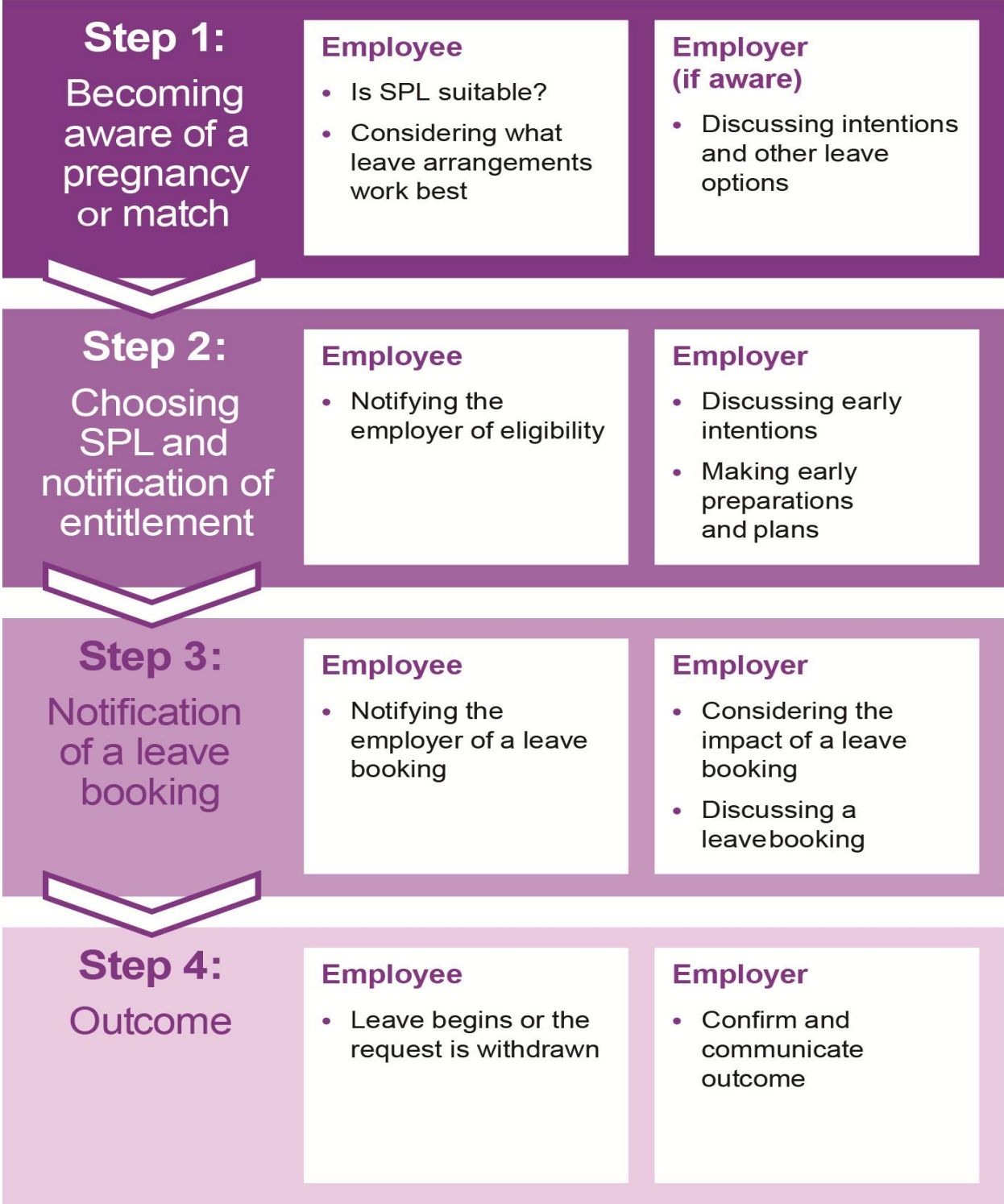


Then when Dad (or Partner) goes back to work Mum takes the final 10 weeks of unpaid Shared Parental Leave.

In total Mum has taken 32 weeks' Shared Parental leave and 22 weeks of Shared Parental Pay, while Dad (or Partner) has taken 20 weeks of Shared Parental Leave and 17 weeks of Shared Parental pay.



The Shared Parental Leave process at a glance



APPENDIX 1 – Guidance on Form to be completed

Shared Parental Leave forms (Maternity)

Template forms for the mother or birth parent and their partner to confirm Shared Parental Leave (SPL) and Shared Parental Pay (ShPP) entitlement with their employers.

Forms below that need to be completed if...			
	both parents want to take SPL	just the mother or birth parent wants to take SPL	just the partner wants to take SPL
Form 1	Yes	Yes	Yes
Form 2	Yes	Yes	No
Form 3	No	No	Yes
Form 4	Yes	No	Yes

- See advice on SPL and ShPP at www.acas.org.uk/spl
- Parents can use the calculator at www.gov.uk/pay-leave-for-parents
- Parents and employers should keep a copy of any completed forms.
- If the mother or birth parent is getting Maternity Allowance (MA), they need to notify Jobcentre Plus to curtail this entitlement.

Abbreviations used in these forms:	
SPL	Shared Parental Leave
ShPP	Statutory Shared Parental Pay
SMP	Statutory Maternity Pay
MA	Maternity Allowance



APPENDIX TWO

Form One: Curtailment of maternity leave and pay (for mother or birth parent's employer – must be completed by mother or birth parent)

SECTION A: General (must be completed)	
Please accept this as my notice to curtail my maternity leave and/or Statutory Maternity Pay (SMP). This form is accompanied by notification that either I or my partner intend to take SPL and/or ShPP.	
I understand my maternity leave will end on the date given in Section B and my SMP will end on the date given in Section C. I understand that I can only reinstate my maternity leave if I revoke this notice before the curtailment date given in Section B.	
I understand that I can only reinstate any SMP that I am eligible for if I revoke this notice before the end date given in Section C.	
Mother's full name	
Expected date of child's birth	
Actual date of child's birth (if born)	
SECTION B: Curtailing maternity leave (must be completed)	
Start date of statutory maternity leave	
End date of statutory maternity leave	
Total number of weeks of statutory maternity leave taken by the date statutory maternity leave ends	
SECTION C: Curtailing statutory maternity pay (SMP) (only if claiming ShPP)	
Start date of SMP	
End date of SMP	
Total number of weeks of SMP paid by date SMP ends	
SECTION D: Signature (must be completed)	
Signature of mother or birth parent	
Date signed	



APPENDIX THREE

Form Two: Notification that mother or birth parent is intending to take SPL

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother or birth parent) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Mother or birth parent's full name	
Partner's full name	
Partner's address	
Partner's National Insurance number (put 'none' if no number is held)	
Expected date of child's birth	
Actual date of child's birth (if child not yet born, provide this as soon as possible after the birth and before taking SPL)	
SECTION B: Maternity entitlement details (all answers that apply must be completed)	
Start date of statutory maternity leave	
End date of statutory maternity leave	
Total number of weeks of statutory maternity leave that will have been taken at the date statutory maternity leave ends	
Start date of SMP or MA	
End date of SMP or MA	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (39 weeks less total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	
SECTION C: Amount of SPL available (must be completed)	



Total number of weeks of SPL created (52 weeks less total number of maternity weeks taken and any SPL from a previous notice and revocation)	
Total number of weeks of SPL I (the mother or birth parent) intend to take	
Total number of weeks of SPL my partner intends to take	
SECTION D: Mother or birth parent's leave plans (must be completed but is not binding)	
I (the mother or birth parent) currently expect to take SPL as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION E: Amount of ShPP available (only if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of SMP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the mother or birth parent) intend to take	
Total number of weeks of ShPP my partner intends to take	
I (the mother or birth parent) currently expect to take ShPP as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION F: Mother or birth parent's declaration (must be completed)	
The following points apply in all circumstances where a mother or birth parent is entitled to maternity leave:	
<ul style="list-style-type: none"> • I am giving notice that I am entitled to and intend to take SPL • I have, or will have, been continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due • I will remain employed with this employer until any period of SPL that I intend to take • I had (or will have) the main responsibility for the care of the child at the time of the child's birth (along with my partner who has made the declaration below) 	



- I am entitled to maternity leave; my maternity leave period is reduced and the remaining weeks are now available as SPL
- I will inform my employer immediately if I am no longer caring for my child
- I will give my employer a copy of my child’s birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice
- I will give my employer the name and address of my partner’s employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I am entitled to SMP in respect of the birth of our child, my maternity pay period is reduced and the period that remains is available as ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I intend to care for my child in the weeks I receive ShPP
- I will remain employed with this employer until before the date of my first period of ShPP
- I will immediately inform the person who will be paying ShPP if I revoke the curtailment of my SMP or MA
- The information provided in this declaration is accurate

Signature of mother or birth parent	
Date signed	

Date signed

SECTION G:

Partner’s declaration (must be completed)



- I am the father of the child, or at the date of the birth I was (or will be) the mother or birth parent's spouse, the mother or birth parent's civil partner and/or the mother or birth parent's partner living with her and the child in an enduring relationship
- I had (or will have) the main responsibility for the care of our child at the time of the birth (along with the child's mother or birth parent)
- I have been (or will have been) employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of birth
- I have (or will have) earned in total at least £... in 13 weeks of the 66 weeks before the expected week of childbirth
- I consent to the amount of SPL which the mother or birth parent intends to take, as set out in Section D above.
- I consent to the mother or birth parent's employer processing the information I have provided
- I consent to the amount of ShPP which the mother or birth parent intends to take, as set out in Section E above.
- The information provided in this declaration is accurate

Signature of partner	
Date signed	



APPENDIX FOUR

Form 3: Notice confirming that partner is taking SPL but mother or birth parent is not (for mother or birth parent's employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother or birth parent) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Mother or birth parent's full name:	
SECTION B: Confirmation	
<ul style="list-style-type: none">• I am either not entitled to SPL (or ShPP, where relevant), or I do not intend to take SPL (or claim ShPP, where relevant)• I declare that my partner has given notice to their employer to take SPL and/or ShPP• I consent to my partner's claim for SPL and/or ShPP	
SECTION C: Signature (must be completed)	
Signature of mother or birth parent	
Date signed	



APPENDIX FIVE

From four: Notification that partner is intending to take SPL (for partner's employer)

SECTION A:	
General (must be completed)	
Please accept this as notification that I (the partner) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Partner's full name	
Mother or birth parent's full name	
Mother or birth parent's address	
Mother or birth parent's National Insurance number (put 'none' if no number is held)	
Expected date of child's birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B:	
Maternity entitlement details (all answers that apply must be completed)	
Start date of mother or birth parent's maternity leave (if applicable)	
End date of mother or birth parent's maternity leave (if applicable)	
Total number of weeks of maternity leave taken (or that will be taken) when maternity leave ends	
Start date of SMP or MA (if applicable)	
End date of SMP or MA (if applicable)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks SMP or MA will be reduced by (39 weeks less total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	



SECTION C:	
Amount of SPL available (must be completed)	
The total number of weeks of SPL created depends on the mother or birth parent's leave and pay entitlements.	
<ul style="list-style-type: none"> • If the birth mother or birth parent was/is entitled to maternity leave and SMP/MA, the total created will be 52 weeks less any weeks maternity leave taken • If the mother or birth parent was/is entitled to maternity leave but not to SMP or MA, the total created will be 52 weeks less any weeks maternity leave taken • If the mother or birth parent was/is not entitled to maternity leave but was entitled to SMP/MA, the total created will be 52 weeks less any weeks of SMP/MA that was paid • If the mother or birth parent previously revoked her curtailment notice any SPL that was taken by the partner must be deducted 	
Total number of weeks of SPL created (50 max)	
Total number of weeks of SPL I (the partner) intend to take	
Total number of weeks of SPL the mother or birth parent intends to take (if applicable)	
SECTION D:	
Partner's leave plans (must be completed but is not binding)	
I (the partner) currently expect to take SPL as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION E:	
Amount of ShPP available (only if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of SMP/MA taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the partner) intend to take	
Total number of weeks of ShPP the mother or birth parent intends to take	
I (the partner) currently expect to take ShPP as follows:	
[Note: It can help to answer this as 'from...to...']	



SECTION F:

Partner's declaration (must be completed)

The following points apply in all circumstances:

- I am giving notice that I am entitled to and intend to take SPL
- I am the father of the child, or at the time of the birth I was (or will be) the mother or birth parent's spouse, civil partner and/or partner living with them and the child in an enduring relationship
- I have been (or will be) continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due
- I will remain employed with this employer until any period of SPL that I intend to take
- I had (or will have) shared responsibility for the care of our child at the time of the child's birth (along with the child's mother or birth parent who has made the declaration below)
- I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice
- I will give my employer the name and address of the mother or birth parent's employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice
- I will inform my employer immediately if I am no longer caring for our child or if my partner revokes their notice to curtail her maternity leave or SMP/MA period
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I intend to care for my child in the weeks I receive ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I will remain employed with this employer until before the date of my first period of ShPP
- The information provided in this declaration is correct

Signature of partner

Date partner signed



SECTION G:

Mother or birth parent's declaration (must be completed)

The following points apply in all circumstances:

- I had (or will have) the main responsibility for the care of the child at the time of the birth (along with my partner who has made the declaration above)
- I am entitled to maternity leave and/or SMP or MA in respect of the child and I have curtailed (or will curtail) my entitlement to maternity leave (or I have returned to work) and/or my entitlement to SMP or MA.
- I have, or will have, been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of childbirth
- I have (or will have) earned in total at least £... in 13 weeks of the 66 weeks before the expected week of birth
- I will immediately inform my partner if I revoke my notice to curtail my maternity leave or, if I am not entitled to maternity leave, my SMP or MA entitlement
- I consent to my partner's intended SPL as set out in Section D above
- I consent to my partner's employer processing the information I have provided
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am entitled to SMP or MA, and I have reduced (or will reduce) the SMP or MA period and the remainder will be available as ShPP
- I consent to my partner's intended ShPP as set out in Section E above
- I will immediately inform my partner if I revoke the reduction of my SMP or MA
- I consent to the person who will pay ShPP to my partner or the child's father processing the information I have provided
- The information provided in this declaration is correct

Signature

Date signed



DETAILS OF AMENDMENTS

September 2019

- Updated to include Shiphay Learning Academy
- Updated to Keeping Children Safe in Education 2019 edit

May 2021

- General review.

May 2022

- Reviewed without change.

October 2023

- All references to school's intranet page removed and replaced with forms in the appendices
- Government eligibility criteria link and planning tool added
- Minor formatting changes

June 2025

- Language clarified to reflect statutory entitlements more precisely.
- Gender neutral language to promote inclusivity
- Tone updated to be more supportive and accessible.
- Scope Section simplified and reworded for clarity.
- New wording introduced to clarify responsibilities when only one parent is employed by the
- Right to Return updated to reflect statutory provisions regarding returning to the same or a suitable alternative job depending on total leave length.
- SPLIT Days Section clarified that each eligible parent is entitled to up to 20 SPLIT days individually.
- Examples Section (renamed to Case Studies) and corrected
- Updated terminology and explanation for clarity and accuracy.
- Data Protection added confirmation that all data will be processed in line with the Trust's Data Protection Policy and UK GDPR.
- Updated HMRC (His)

