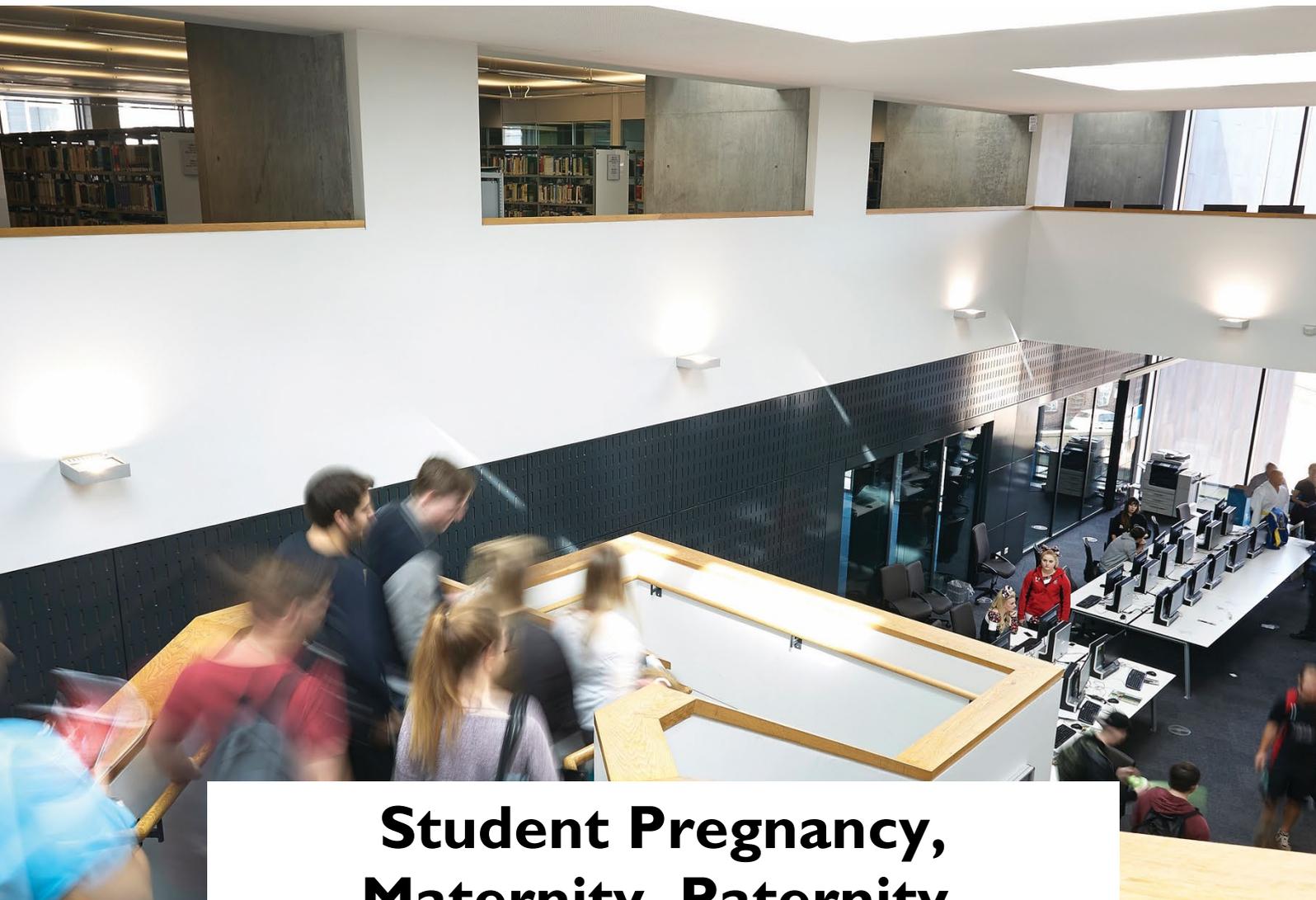




BUCKINGHAMSHIRE
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Student Pregnancy, Maternity, Paternity, Adoption and Parental Leave Procedure



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Navigating Pregnancy, IVF Treatment, Adoption, Fostering, or Early Parenthood

1. This procedure summarizes the support guidance for students navigating pregnancy, IVF treatment, adoption, fostering, or early parenthood. It includes key actions, available support, and responsibilities to ensure students receive appropriate accommodations during their academic journey.

Process for applying for Maternity leave and Support

2. Students planning to take maternity-related absence should begin by discussing their plans with their Course Leader at the earliest opportunity. The Course Leader will guide the student through the process, including completing the Maternity Support and Risk Assessment Form, which captures details of the proposed leave and any reasonable adjustments required to support the student's academic progress.
3. As part of this conversation, the Course Leader should explain the potential implications of extended absence, such as, changes to course timelines, cohort progression, student funding, visa conditions, professional body requirements, and access to financial support. The form should be completed and submitted within 5 working days of the student's initial notification to ensure timely planning and support. The completed form should be submitted to the course Registry Officer.
4. Once maternity leave begins, students will continue to have access to:
 - Course Leader: For academic updates, planning return to study, and ongoing support.
 - [Student Hub](#): For help with funding, and general university services.
 - [Student Union Advice Centre](#): For impartial advice on rights, entitlements, and university procedures.
 - [Multi-Faith Chaplaincy](#): For spiritual support and guidance.
5. Students are encouraged to maintain regular contact with their Course Leader during their leave. This ensures they stay informed about any changes to their course and can plan a smooth return to study. The frequency and method of communication should be agreed upon and recorded in the Maternity Support and Risk Assessment form.
6. If the student is on a placement-based programme, they should also liaise with the Placement Learning Hub and may need to provide medical clearance before returning to placement.
7. Students should only return to study after a meeting with the Course leader who will complete the Maternity Support and Risk Assessment and agree a support plan to support the students' return to study.

8. Students should only return to study following a scheduled meeting with their Course Leader. During this meeting, the Course Leader will complete the Maternity Support and Risk Assessment Form and work with the student to agree on a tailored support plan. This plan will outline any academic adjustments, wellbeing support, or placement considerations needed to ensure a smooth and supported transition back into study.

Maternity Leave

9. Students who give birth are entitled to a minimum of 2 weeks' maternity related absence following childbirth. This applies in all circumstances, including cases of stillbirth after 24 weeks of pregnancy. During this period, the absence will be recorded as authorised, and students will retain access to university systems and support to stay informed about their academic requirements.
10. For students enrolled in programmes that include clinical placements or professional practice, a minimum of six weeks' absence may be required. This is subject to the placement provider's policy, health clearance from relevant medical professionals, and a completed risk assessment. Return to placement may also require occupational health clearance and is dependent on placement availability.
11. Students may request a longer period of maternity-related absence, typically up to one academic year, depending on individual circumstances, programme requirements, and visa or funding implications. The duration should be discussed with the Course Leader and documented in the Maternity Support and Risk Assessment Form. The completed form should be submitted to the course Registry Officer.

Adoption Absence

12. Students who are adopting a child as a couple must designate one partner as the Primary Adopter. The Primary Adopter is eligible for adoption-related absence, while the other partner may apply for Parental Support Leave following the formal adoption.
13. Students identified as the Primary Adopter are entitled to request up to 52 weeks of adoption-related absence. This period is intended to support the student in settling into their new family responsibilities while maintaining their academic progress.
14. As with maternity related absence, students should be made aware of the potential implications of extended leave, including:
 - Changes to course timelines or cohort progression
 - Impact on student funding or bursaries
 - Visa requirements (for international students)
 - Professional body standards (where applicable)
 - Access to financial and wellbeing support
15. The adoption leave arrangements should be discussed with the Course Leader and documented in the Maternity Support and Risk Assessment Form. The completed form should be submitted to the course Registry Officer.

Fostering Primary Caregiver Leave

16. The University recognises that students who take on the role of primary carer in a fostering arrangement may face unique challenges in balancing their academic responsibilities with the demands of caring for a child.
17. Students who are fostering a child and are identified as the primary carer. The person responsible for the majority of day-to-day caregiving are eligible to request fostering-related absence. Where both partners are students, one must be designated as the primary carer, while the other may apply for Parental Support Leave.
18. Students may request a period of absence tailored to the needs of the fostering arrangement, which could include:
 - Time off during the initial placement and settling-in period
 - Leave for attending fostering-related meetings, training, or support groups
 - Absence for emergencies or health-related appointments
19. The duration and structure of fostering leave should be agreed in consultation with the Course Leader and documented in the Maternity Support and Risk Assessment Form.
20. Students taking fostering leave may be eligible for:
 - Coursework extensions
 - Modified timetables
 - Alternative assessments
 - Placement deferrals (if applicable)
 - Access to counselling and wellbeing services
 - Financial advice and hardship support
21. Students should notify their Course Leader as early as possible to begin planning their leave. The Course Leader will meet with the student to complete the Maternity Support and Risk Assessment Form within 5 working days. The fostering leave plan should consider:
 - Impact on course progression and cohort alignment
 - Funding and visa implications (for international students)
 - Professional body requirements (where applicable)
 - Process for return to study and any reasonable adjustments required
22. The completed Maternity Support and Risk Assessment form should be submitted the course Registry Officer. Ongoing communication and review of the support plan are essential to ensure the arrangements remain appropriate. Any revisions to the support plan should be shared with the course Registry Officer.

Parental Support Leave

23. The University recognises that students who are supporting a partner through pregnancy, childbirth, adoption, or fostering may require time away from their studies to fulfil caregiving responsibilities. Parental Support Leave is designed to provide flexibility and support for students who are not the primary caregiver but play an active role in the early stages of parenting.

24. Parental Support Leave is available to students who:

- Are supporting a partner who has recently given birth, adopted, or begun fostering a child.
- Are not designated as the primary caregiver but have significant caregiving responsibilities.
- Require time off to attend key appointments, support their partner, or adjust to new family circumstances.

This includes students in same-sex partnerships, surrogacy arrangements, and blended families.

25. Students may request up to 2 consecutive weeks of Parental Support Leave, typically taken within 56 days of the child's birth or placement. In exceptional circumstances, students may request an extended period of leave (up to six months), particularly if the primary caregiver returns to work or study and the student assumes greater caregiving responsibilities.

26. The extended leave period beyond 2 weeks for non-primary caregivers is subject to academic and visa considerations and should be reviewed periodically by the Course leader and student.

27. To apply for Parental Leave, students should:

1. Notify their Course Leader as early as possible.
2. Complete a Parental Leave Request Form in collaboration with their Course Leader.
3. The Course leader should submit the form to the Registry Officer for processing.

25. The Course Leader will discuss academic implications and explore reasonable adjustments, which may include:

- Extensions for assessments
- Modified timetables/exam timetables
- Temporary interruption of studies
- Placement rescheduling (if applicable)

26. Students on Parental Support Leave may access:

- Student Support Services
- Financial advice and bursary support
- Return to study planning meeting with the Course Leader

27. The University is committed to ensuring that students are not disadvantaged due to their parental responsibilities and will work with each student to develop a tailored support plan.

Guidance on Bringing Children to Campus and Providing for Breastfeeding Students

- 1 The University is not equipped to provide childcare services during classes or on-campus activities. You should ensure that your childcare arrangements align with your academic commitments.
- 2 We also recognise the needs of our students who are breastfeeding or have recently given birth. In support of our breastfeeding students, we have allocated dedicated rest and breastfeeding rooms at our campuses. At the High Wycombe campus, it is located in the Timberlake building (T2.16), while at Uxbridge, it is situated on the lower ground floor, and at Aylesbury it is located on the second floor. These private rooms, accessed by the BNU ID Card, are specifically designed for breastfeeding, and resting, and can be locked manually from the inside for added privacy. Any concerns related to these facilities should be communicated to the reception. Nearby, there are restrooms for your convenience. For Oxford and Nottingham campuses, students should speak to the Student Hub team who will show them the rest/breastfeeding rooms.
- 3 For further information regarding bringing children to campus please refer to Admission of Student/ Employee Children to University Premises Policy.
- 4 The University acknowledges that students may face unexpected disruptions to their childcare arrangements. To minimize stress and ensure continuity of study, students are expected to inform their Course Leader promptly so that immediate support measures can be implemented, such as registering attendance monitoring if the student is unable to attend classes. In addition, students may seek assistance from the Student Hub team, who can provide guidance and explore alternative childcare options.

Understanding the Financial Implications

- 5 Undergraduate students should be aware that their funding typically ceases when they start their interruption of study. However, this process is not immediate. For those receiving tuition fee loans, they will be liable for the term in which they take their leave (interrupt, suspend, or withdraw). Student Finance England can provide guidance on future eligibility. For students from Scotland, Wales, and Northern Ireland, consult your respective funding bodies for advice.
- 6 Postgraduate and research students who receive funding from external entities should adhere to the guidance specific to their scheme. Should contact their funding body or sponsor for further advice.

- 7 Students who feel that they are eligible for a refund of fees, should contact the Student Hub for more details. To prevent discrimination and ensure continuation of studies during pregnancy and maternity, we manage most cases individually. If students interrupt or leave their course before completion, potential financial implications may arise. We highly recommend students seeking advice from their Course Leader and the Student Hub.
- 8 International students (student route sponsored visa holders) with financial sponsors must engage their sponsors to formulate a plan of action, such as deferring or resuming studies. International students not entitled to UK maternity benefits might consider returning home for their pregnancy duration. However, bear in mind that airlines' policies on accommodating passengers beyond seven months of pregnancy can differ, and this should factor into the student's planning.
- 9 Benefit rules differ for EU students and international students (student route sponsored visa holders). Please consult the Student Hub, SU (Students Union) Advice Centre, or Department for Work and Pensions for further advice.

Study Trips, Placements, Work Experience, Fieldwork, and Apprenticeships

- 10 Students on academic programmes that involves participation in study trips, placements, work experience, or fieldwork during pregnancy or plan to breastfeed, must consider this in the Risk Assessment process. Apprentices should work closely with their apprenticeship teams and employers.
- 11 There may be unique risks associated with practical study outside the campus environment. In some cases, due to potential risks to the student and their pregnancy, they may not be allowed to partake in study trips or placements.
- 12 Depending on the programme requirements during pregnancy and/or period of breastfeeding, students may need to pause their studies or training if the placement requirements cannot be adjusted to accommodate specific needs.
- 13 Depending on programme requirements during pregnancy and/or breastfeeding, placement providers may require students to comply with their own Maternity, Paternity, and Adoption Leave Policy. This could include completing an additional risk assessment specific to the placement setting and/or providing further medical clearance before commencing the placement.

Miscarriage, Abortion and Perinatal Loss

- 14 **Communication and Confidentiality:** Any student who has experienced miscarriage, abortion or perinatal loss is encouraged to communicate their situation to the appropriate University staff, such as the Personal Tutor, or Course Leader, who will treat the information with sensitivity and confidentiality. Information may need to be shared for risk assessment purposes, and this will be discussed with the student. Students who experience the loss of a baby after 24 weeks of pregnancy are protected under the Equality Act 2010 and are entitled to maternity-related absence, including access to academic adjustments and emotional support.
- 15 **Academic Accommodations:** In recognition of the physical and emotional challenges associated with miscarriage, abortion or perinatal loss, the University will work with affected students to identify appropriate academic accommodations. This may include extensions on assignments, temporary interruption of studies, or other measures tailored to individual needs and course requirements.
- 16 **Workplace Accommodations:** For students engaged in work placements, fieldwork, or apprenticeships, the University will coordinate with placement providers or employers to ensure that reasonable adjustments are made to accommodate the student's recovery and emotional wellbeing.
- 17 **Return to Study:** Support will be provided to help the student's return to study, taking into consideration their physical, emotional, and academic well-being. This may involve a phased return, academic catch-up plans, or ongoing support services.
- 18 **Further Resources:** Detailed information and resources related to miscarriage and perinatal loss support can be accessed through the University's [Student Hub](#) team.

Guidance for International Students (Student Route Sponsored Visa Holders)

- 19 The University must follow the rules and regulations set by the UK Home Office and UK Visas and Immigration. Therefore, the information provided here may change without much notice due to potential alterations in immigration laws.

Travel Considerations

- 20 Students can travel during pregnancy unless their doctor or midwife recommends against it. However, each airline has unique policies. Some may prohibit travel beyond the 36th week of pregnancy or beyond the 32nd week for complicated or multiple pregnancies. It is crucial for students to verify these policies with the airline before travel. Please note that airlines may request proof that it is safe for the student to travel.

Course Completion and Visa Duration

- 21 Students that become pregnant during their studies and are unable to complete their course within the visa duration, will need to defer their studies. The University will

inform the Home Office and the Student Route Sponsored visa will be curtailed. If the student is not medically exempt, they will need to leave the UK. Students can return to resume their studies later but will need to reapply for a Student Route Sponsored student visa.

Stay Duration

22 The student visa allows for a short additional stay in the UK after the course ends. It is important that students seek guidance from the Compliance team, Home Office or other external agencies to make sure that they understand their visa and any additional stay.

Maternity-Related Absence

23 The additional time may not suffice for some students who need to take maternity-related absence. Therefore, students should seek guidance from the Compliance team, Home Office or other external agencies regarding visa implications for maternity-related absence, returning home for childbirth, or supporting a dependent in the UK.

24 In exceptional cases, considering health and safety factors, Higher Education Institutions (HEIs) may need to show flexibility in requiring international students to take at least two weeks of maternity-related absence.

25 More details on student visas are available on the following websites:

- Home Office: <https://www.gov.uk/student-visa>.
- UK Council for International Student Affairs (UKCISA) - <https://www.ukcisa.org.uk/>.

Accommodation

26 The University does not have accommodation that is suitable for families or children. Students are therefore recommended to consider their accommodation requirements in the early stages of pregnancy, fostering, adoption, as they will not be able to stay in University accommodation with a child.

27 It is essential that the student informs the Accommodation Service (accommodation@bnu.ac.uk or 01494 603 063) as soon as they become aware of a major change in their life. Any student who supplies evidence of pregnancy (Maternity Certificate (Form MAT B1)) which is issued to you by your midwife or GP), fostering or adoption will be released from their accommodation contract, if they so wish, subject to the usual conditions.

Support

28 BNU recognises the multifaceted challenges faced by university students experiencing family milestones. Our [support services](#) are here to support the needs of our students:

- a. **Student Wellbeing and Safeguarding:** Catering to the diverse needs of our student body, we provide resources to assist those experiencing family milestones.
- b. **Counselling Service:** Our counselling team offers confidential support based on a student's personal circumstances. Recognising signs of distress or vulnerability, they can provide timely interventions and, if necessary, direct students to additional, specialised resources.
- c. **Personal Tutor or Course Team:** Our Personal Tutors, or other members of the course team can support students navigating these transformative life events by guiding them through our processes and signposting them to appropriate support at BNU. They ensure any challenges or signs of distress are addressed promptly, guiding students to the necessary support channels.
- d. **Students' Union Advice Centre:** The Students' Union Advice Centre can provide impartial, confidential advice, ensuring the rights of all students experiencing family milestones are upheld and any concerns are addressed efficiently.
- e. **Multi-Faith Chaplaincy:** Recognising the spiritual considerations that can accompany these life journeys, our Multi-Faith Chaplaincy offers comprehensive support. They are available to guide students through the emotional and spiritual nuances of these experiences, irrespective of their faith background.

Monitoring and Annual Review

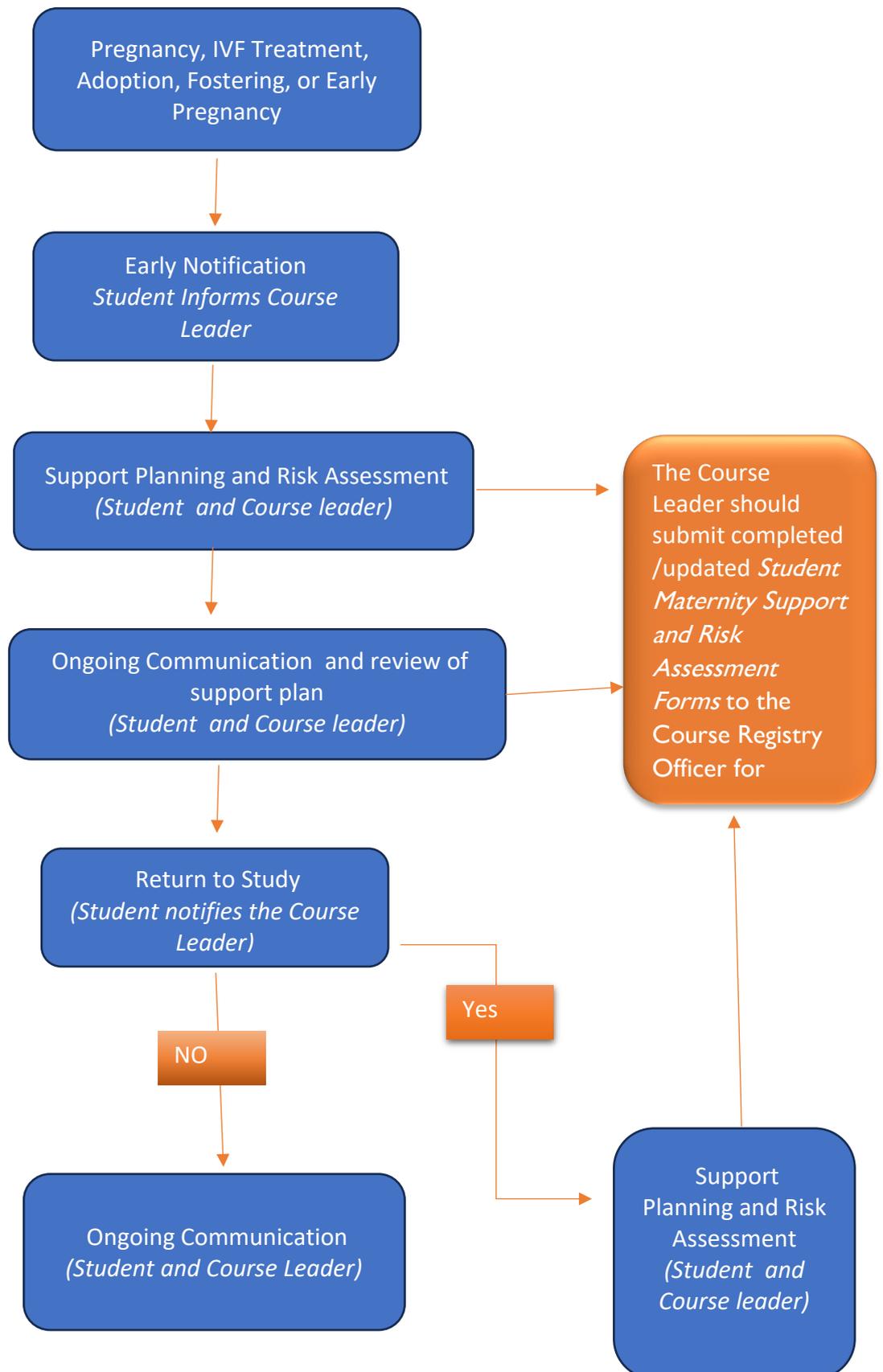
- 29 This policy will be reviewed annually to ensure it remains aligned with sector-wide best practice, legal requirements, and the evolving needs of students. Feedback from students and staff will be actively sought to inform updates and improvements.

Table of Definitions

Adoption Leave	A period of absence granted to parents who have recently adopted a child, allowing them to settle into their new family life.
Breastfeeding Room	A designated private space on campus where nursing mothers can breastfeed or pump milk.
Extenuating Circumstances	Unforeseen or unexpected circumstances that might prevent a student from attending classes or meeting academic requirements.
Child	In the context of this procedure, a "young

	<p>child" is defined as a child under the age of five.</p> <p>For further information regarding bringing children to campus please refer to Admission of Student/ Employee Children to University Premises Policy</p>
Infant Loss	The death of a baby after birth but within the first year of life.
Interruption of Studies	A break from studies that can be initiated by either the University or the student due to various circumstances, such as pregnancy.
Maternity Leave	A period of absence from work or study granted to a mother or primary caregiver before and after the birth of her child.
Miscarriage	The loss of a pregnancy before the 20th week.
Non-Primary Caregiver	This refers to the person with parental responsibilities but does not handle most of the daily caregiving tasks. Their involvement, though active, is less frequent than the primary caregiver's.
Paternity Leave	A period of absence from work or study granted to a non-primary caregiver immediately following the birth of his child.
Primary Caregiver	The primary caregiver is the person mainly responsible for daily childcare tasks, such as feeding, bathing, and supervision.
Stillbirth	The death of a baby in the womb after 20 weeks of pregnancy but before delivery.

Appendix I – Process Flowchart



Maternity Support and Risk Assessment Form Assessment Form

This form is intended to guide discussions between the student and their Personal Tutor or Course Leader during significant life events such as pregnancy, maternity, fostering, adoption, IVF treatment, or partner-related responsibilities. Its purpose is to support the development of a tailored academic plan that reflects the student’s individual needs. While not all areas may be addressed during the initial meeting, the form should be revisited and updated at key stages such as;

- during pregnancy
- adoption procedures
- IVF treatment
- prior to returning to study
- during critical academic periods like examinations, fieldwork or placements

It is the responsibility of the Personal Tutor or Course Leader to complete this form in collaboration with the student. Where circumstances are unique or not explicitly covered, staff should work with relevant team, such as the Apprenticeship Team, Registry, Student Hub to identify appropriate solutions.

Once completed, the form must be submitted to the Course Registry Officer by the Course Leader

Contact details	
1	Student’s details
	Name
	Address
	Telephone
	Email address
	Student number
2	Course details
	Course title
	Departmental contact
	Year of course
3	Emergency contact’s details
	Relationship to student

	Telephone	
4	Details of the student's Primary point of contact at BNU	
	Name	
	Title	
	Location	
	Telephone	
	Email	

Life event – for which event is support required?		
5	Is the student going through pregnancy, IVF, adoption, or fostering?	
<ul style="list-style-type: none"> • If you are pregnant, please go to question 6. • All other students go to section 20. 		

Key dates (to be reviewed and added to over the course of pregnancy and maternity)		
6	What is the student's due date?	
7	How many weeks pregnant was the student when she notified BNU?	
Communication with the student		
8	What is the student's preferred method of communication:	
	During pregnancy?	
	During maternity-related absence?	
	On return to study?	

Pregnancy-related absence		
9	Will the dates or times of antenatal appointments affect the student's study?	
10	Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?	

11	Any known medical complications or concerns related to the pregnancy?	
12	If yes to either of the above questions, what arrangements have been made to enable the student to catch up?	

Rest facilities

13	Has the student been informed about rest facilities on campus for use by pregnant students?	
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Maternity-related absence. Students should provide information in writing at least 15 weeks (about three and a half months) before their due date.
For students who conceive through IVF should return to this section of the form later

14	How much maternity-related absence does the student intend to take?	
15	When does the student intend to start maternity-related absence?	
16	When does the student intend to return from maternity-related absence?	
17	Will the dates of maternity-related absence affect the student's ability to complete any course module requirements?	
18	If so, what arrangements have been made to enable the student to complete the module?	
19	What information will the student require during maternity-related absence to keep up to date on course developments?	
20	Who will be responsible for providing the information to the student?	

Informing other essential staff.

21	Who will need to be informed about the student's pregnancy/adoption/fostering and when would the student like them to be informed?		
	Name and title	Date	Action taken

	All technical staff have been informed	Enter a date	
	All academic staff have been notified	Enter a date	
	Wellbeing team advised	Enter a date	
	The Registry Officer has been advised	Enter a date	
	Placement learning Hub	Enter a date	

Health and safety assessment if relevant – see Risk Assessment section

22	Has an assessment been conducted that covers (where relevant)?	
	the student's course?	
	course placements?	
	examinations or other assessments?	
	study trips?	
	return from maternity-related absence?	
	breastfeeding?	
23	Where changes are required to alleviate or minimize risks, who is responsible for ensuring they are implemented?	

Assessments

24	Is the student unable to complete any assessments due to their life event?	
25	If so, provide details and inform Registry Officer if needed.	
26	What alternative arrangements have been made for any outstanding or incomplete assessments?	

Financial support

27	Has the student been informed about sources of financial support or been referred to an external organization that can do so?	
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28	Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa?	
29	Specify any follow-up required:	

Baby feeding (to be completed for students who have a young child that requires regular feeding)

30	Does the student intend to feed their baby on university facilities on their return to study?	
31	Does the student intend to breastfeed? If so, see the health and safety section above.	
32	Has the student been informed about the facilities available?	

Childcare

33	Has the student been signposted to childcare facilities in the local community?	
34	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	

International students

35	Have international students been informed about:	
	Airline restrictions?	
	The need to check visa implications of returning home or extending their stay due to pregnancy and maternity?	

Students on placement (Part I)

36	Has the placement provider been notified of the student's pregnancy/adoption or fostering?	
37	Has the placement provider conducted a health and safety assessment?	
38	Is the placement provider aware of our policy on supporting students during pregnancy and maternity?	
39	Will the student be able to complete their placement?	

40	If not, what alternative arrangements will be made?	
41	Who is responsible for liaising with the placement provider?	
Students on placement (Part 2) – Maternity Related Absence		
42	What is the student's due date?	Enter a date
43	Confirm 28th week date (if complications exist)?	Enter a date
44	Confirm 36th week date?	Enter a date
45	What is the intended start date for maternity-related absence?	Enter a date
46	What is the intended return date?	Enter a date
47	<p>Has the student been advised that her/their return to the course is subject to the availability of clinical placements at that time of request to return?</p> <p><i>Students can return to theory 2 weeks after giving birth. However, students may be asked to provide medical clearance and be referred to occupational Health for further clearance.</i></p> <p><i>Students wanting to return to placement following giving birth need to have their 6 weeks check, provide medical clearance, and can be referred to occupational health for further clearance. There is no guarantee that the student will be reinstated to placement if there is no placement capacity or if a substantial portion of the Programme has not been attended for the student to progress.</i></p>	

Accommodation		
48	Does the student require changes to the current accommodation?	
49	Has the student received accommodation contract advice?	
50	What is the expected date to leave student accommodation?	

51	Does the student have alternative accommodation to move to?	
52	At what point does the student plan to move to alternative accommodation?	

Return to study		
53	What support will be provided to the students on their return to study? (e.g., meetings with key staff, etc.)	
54	What contact does the student want during their maternity leave to support their return to study?	
55	When does the student intend to return to study?	

Further information		
56	Any other information or comments	

Risk Assessment

(This section is only required in the case of pregnancy)

	Things to Check	Risk Identified	Action Taken – Risk Elimination or Reduction
1	Shift patterns, especially if they involve night work		
2	Manual handling		
3	Working in workshop areas		
4	Work liable to cause fatigue - physical or mental		

5	Work on slippery or wet surface		
6	Work in which the taking of rest breaks and/or distance to rest room or toilets may be a problem		
7	Working with chemicals		
8	Any other work or work environment which could pose a hazard to a pregnant or new mother		
9	Lights in Photographic studio		
10	Have any pregnancy-related illnesses been discussed which may affect the student's ability to undertake their course? (Y/N/NA)		
11	If yes, have adjustments and alternative options been discussed with the student? (Y/N/NA)		
12	Will the due date affect any completion of examinations/assessments? (Y/N)		
13	If yes, when and what arrangements/options have been suggested and what are the next steps to arrange them?		

Confirmation	
Plan and Risk Assessment to be reviewed on	Enter a date
Agreed by staff member	
Name	
Title	
Signature	
Date	Enter a date
Countersignature (For students on placement this form should be countersigned by someone on the Placements Team)	
Agreed by student	
Name	
Signature	
Date	Enter a date

Paternity Leave Request Form

Purpose of the Form

This form is intended for students requesting paternity leave following the birth of a child, fostering or adoption of a child. Once completed, it should be submitted to the Course Leader, who will forward it to the Registry for processing.

Submission Guidance

Students are encouraged to complete and submit this form as early as possible. It is also recommended that they consult with their Course Leader to ensure that suitable academic and placement arrangements are in place.

Please read the below information before completing the form:

- **Duration:** Students may take 1 or 2 consecutive weeks of paternity leave. This applies equally for single or multiple births.
- **Timing:** Leave must be taken after the birth and within 3 months of the birth (subject to approval by the Course Leader).
- **Placement Considerations:** Leave must be taken at the start or end of a placement to ensure proper assessment time.
- **Antenatal Appointments:** Students may attend up to 2 appointments with the expectant mother (max 6.5 hours each).
 - During placement: Must be agreed with the provider and reported to the placement team.
 - During theory time: Inform your personal tutor and module lead, and arrange to catch up on missed work.
- **Eligibility:** Paternity leave is still granted if the baby is stillborn after 24 weeks or born alive but later dies.

Student Full name	Click or tap here to enter text.
Student ID number	Click or tap here to enter text.
Course name	Click or tap here to enter text.
Cohort	Click or tap here to enter text.
When is the Baby's due date?	Click or tap to enter a date.
If the baby has already been born, please give actual date of birth. (pre-term babies)	Click or tap to enter a date.
What date would you like your paternity leave to start?	Click or tap to enter a date.
How long would you like to take off?	1 week <input type="checkbox"/> 2 weeks <input type="checkbox"/>
Will you be in theory or placement on your baby's due date?	Theory <input type="checkbox"/> Placement <input type="checkbox"/>
Which placement are you in?	Click or tap here to enter text.
Do you have any outstanding work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Planned return date	Click or tap to enter a date.

Student Confirmation

I have read the above information and confirm it is true and accurate

I confirm I have contacted academic and non-academic staff as stated above

I agree to keep the University and placement provider updated with my leave requirements

I agree to return to my studies on the above agreed date.

Name:	Click or tap here to enter text.
Signature:	Click or tap here to enter text.
Date:	Click or tap to enter a date.