

Three Counties Academy Trust



Shared Parental Leave Policy

#HR16

Last amended 7th July 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 6th July 2027.

Statement of intent

Three Counties Academy Trust (TCAT) is committed to supporting staff in achieving a positive balance between their professional responsibilities and family life. We recognise the important role that both parents and partners play in the care and development of a child during the early stages of family life and are committed to providing a working environment that supports staff in exercising their statutory rights to Shared Parental Leave (SPL) and Shared Parental Pay (ShPP).

The purpose of this policy is to provide a clear and consistent framework for the administration of Shared Parental Leave, ensuring that all eligible employees understand their entitlements, responsibilities and the processes that apply when requesting leave. TCAT is committed to implementing Shared Parental Leave fairly, transparently and in accordance with all relevant employment legislation, whilst maintaining the effective operation of our schools and central services.

TCAT recognises that every family's circumstances are unique and that decisions regarding childcare arrangements are personal. We are committed to treating all requests for Shared Parental Leave with sensitivity, respect and impartiality, ensuring that staff are able to make informed choices about balancing their work and family commitments without fear of discrimination or disadvantage. We also recognise the positive contribution that flexible parental leave arrangements can make to the wellbeing of employees, the development of children and the promotion of equality within the workplace.

Through this policy, we aim to provide practical guidance for employees and leaders on the notification requirements, eligibility criteria, leave arrangements and return-to-work provisions associated with Shared Parental Leave. Managers will be supported to administer requests consistently, maintain appropriate communication throughout periods of leave and facilitate successful transitions both into and out of the workplace.

By adopting this policy, TCAT reaffirms its commitment to supporting families, promoting equality of opportunity and creating a compassionate, inclusive and family-friendly working environment. Our intention is to ensure that eligible staff are able to access their statutory rights with confidence while continuing to feel valued, supported and connected to the Trust throughout all stages of their employment and family life.

To that effect, we subscribe to and promote the Shared Parental Leave Policy (HR011) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used should the need arise.

The latest (HR011) Shared Parental Leave Policy can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.