

Three Counties Academy Trust



Family Leave Policy

#HR36

Last amended 7th July 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 30th September 2028.

Statement of intent

Three Counties Academy Trust (TCAT) recognises its responsibilities to ensure that support is available to employees as they combine career and family responsibilities.

This policy has been adopted in recognition of the statutory requirements covering maternity, paternity, and adoption provisions, as well as wider issues affecting working families, e.g., parental leave provisions.

The rights described in this policy apply to all employees, including those on temporary contracts. They apply to full-time and part-time employees, irrelevant of the number of hours they work, but are subject to length of service.

To that effect, we subscribe to and promote the Family Leave Policy - Schools (HR075) 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 (HR075) Family Leave Policy - Schools 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.