

**PARENTAL LEAVE – Notification Form**

Please complete this form and return it to your Line Manager **at least 21 days** before the proposed start date of Parental Leave.  
 If the Parental Leave is planned immediately after the birth of a child you must give **at least 21 days** notice before the expected week of childbirth

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Name:	
Group/Service/School:	
Payroll Number:	
Date Parental Leave to commence	/ /
Date Parental Leave to end	/ /
I have previously taken Parental Leave	Yes/No If yes please state date(s) taken:

**Your declaration**

**You must be able to tick both boxes below to qualify for Parental Leave:**

I declare that I:

- have a child under the age of 18
- and
- have parental responsibility for the child

**I enclose a copy of one of the following documents:**

- the child's birth certificate
- the child's adoption certificate
- a parental order, for surrogacy
- a legal guardianship

If more than one request for Parental Leave is received documents only need to be provided with the original request.

If this is not the first request for Parental Leave please confirm documentation as outlined above was provided previously (delete as appropriate) Yes/No

Employee Signature: .....

Date: .....

Line Manager/Head Teacher Signature.....

Date:.....

<p>Policy approved by Governors:      May 2026</p> <p>Date of next review by Governors:      May 2027</p>
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