



Lavenham Pre-School  
Lavenham Village Hall  
Church Street  
Lavenham  
Sudbury  
Suffolk CO10 9QT  
01787 249738

[lavenhampreschool@gmail.com](mailto:lavenhampreschool@gmail.com)  
[www.lavenhampreschool.co.uk](http://www.lavenhampreschool.co.uk)

## **Maternity Leave Policy**

### **Purpose and scope**

The purpose of this policy is to confirm and communicate Lavenham Pre-school's maternity arrangements and application procedures to enable employees to prepare for their absence and make decisions about their future.

This policy does not form part of employees' contracts of employment and it may be amended at any time.

The statutory rights to maternity leave and pay are contained in various employment-related legislation and Lavenham Pre-school will fully comply with these rules. Some main provisions of the statutory entitlements are summarised below. In the case of any discrepancy between the provisions below and the statutory provisions, the statutory provisions will apply. [This policy is not intended to give you any rights different from those laid down in relevant legislation.]

This policy applies to all pregnant employees, whether full time or part time, irrespective of length of service. However, some provisions are dependent upon the employee having 26 weeks continuous service by the end of the Qualifying Week. The Qualifying Week is the 15th week before the expected week of childbirth (EWC).

The pregnancy should normally result in a live birth to be eligible for maternity benefits, however the provisions of this policy will also apply in the event of a miscarriage or stillbirth after 24 weeks of pregnancy.

### **Antenatal care**

Pregnant employees have a statutory right to a reasonable amount of paid time off work to attend antenatal appointments. Prior authorisation to attend antenatal appointments must be obtained from the Pre-school Manager. Lavenham Pre-school may request evidence of the appointment and your pregnancy (usually a MATB1 certificate). Requests may be declined if it is not possible to cover the absence and leaves the setting short of ratio numbers.

## **Maternity leave**

You have a statutory entitlement to up to 26 weeks Ordinary Maternity Leave (OML) and up to a further 26 weeks Additional Maternity Leave (AML), irrespective of length of service. AML starts immediately after the end of OML. These periods are collectively called Statutory Maternity Leave.

You must, as a minimum, take Compulsory Maternity Leave, which is a two-week period from the birth of the child.

You may choose when to start leave but this must not be before the 11th week before the EWC and can be no later than the actual date of birth. You may change the date of your intended start date by giving 28 days' notice in writing or as soon as reasonably practicable thereafter.

If earlier than your intended start date, Maternity leave will automatically commence on the day after the birth. Also, Maternity Leave will automatically start on the day after you are absent from work due to a pregnancy-related reason during the four-week period prior to the EWC.

## **Maternity pay**

During the Statutory Maternity Leave period you will not receive your normal salary, but may be eligible to receive Statutory Maternity Pay (SMP). SMP is normally payable to employees who have at least 26 weeks' service by the end of Qualifying Week and have provided to their employer their MATB1 certificate.

SMP is payable for up to 39 weeks. The first 6 weeks is paid at an earnings-related rate, equivalent to 90% of the employee's average weekly earnings. The remainder is paid at a prescribed rate set by Government.

SMP is subject to income tax and national insurance deductions and will be paid to eligible employees by Lavenham Pre-school. Employees who do not qualify for SMP will be notified and may instead qualify for a Maternity Allowance from the Department for Work and Pensions.

## **Notification**

In order to claim maternity benefits Lavenham Pre-school must be notified in advance. You should advise the Pre-school Manager in writing as soon as possible of the EWC and the date maternity leave is to commence. This notification should be given no later than the end of the Qualifying Week, or as soon as reasonably practicable thereafter.

Lavenham Pre-school should be given at least 28 days' notice of the date on which SMP is to be payable.

Lavenham Pre-school will confirm the entitlement to maternity leave and pay and in particular will specify the date on which the maternity leave is due to end.

### **Terms and conditions**

You will have the benefit of, and continue to be bound by, all your normal terms and conditions of employment, except pay, throughout the Statutory Maternity Leave period.

### **Returning to work**

If you wish to return to work at the end of the Statutory Maternity Leave period you are not required to give the Company notice of your return, and are expected to return to work on the date their Maternity Leave ends as confirmed by the Lavenham Pre-school.

However, if you wish to return to work earlier than the official end of your maternity leave you must give the Lavenham Pre-school 8 weeks' notice in writing. Lavenham Pre-school may postpone the return date if insufficient notice is given.

You will normally be entitled to return to work in the same capacity in which you were employed immediately before the absence. However, there may be circumstances when this is not reasonably practicable and when Lavenham Pre-school may offer a return to work in a suitable alternative position but on terms and conditions which are no less favourable. If this is necessary, Lavenham Pre-school will consult fully with you. If you do not wish to return to work following maternity leave, you should give Lavenham Pre-school notice in accordance with the terms of employment.

### **Keeping in Touch Days ("KIT")**

You may work for up to 10 days during the Statutory Maternity Leave period without bringing it to an end and without it affecting their SMP or MA.

KIT is subject to agreement between you and Lavenham Pre-school. Lavenham Pre-school does not have any right to require you to undertake any work and you do not have any right to request that work be made available.

Any work carried out in accordance with KIT does not extend the Statutory Maternity Leave period. No work may be undertaken during the 2 weeks immediately following the birth of the child.

Lavenham Pre-school will keep in "reasonable contact" with you during your absence and inform you of any relevant information

This policy was adopted by

Lavenham Preschool

*(name of provider)*

On

January 2025

*(date)*

Date to be reviewed

January 2026

*(date)*

Signed on behalf of the provider



Name of signatory

Roy Mawford

Role of signatory (e.g. chair, director or owner)

Chair of Trustees