



**London  
South Bank  
University**

EST 1892

# Student Pregnancy, Maternity, Paternity and Adoption Policy

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**This Procedure is available in accessible formats on request from Student Services team. Please contact: [studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.ac.uk)**

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## **Student Pregnancy, Maternity, Paternity and Adoption Policy**

### **1. Introduction – the principles behind the policy**

- 1.1. Having a baby is an exciting and important time for you and your family. At LSBU we want to provide you with as much support as possible during your pregnancy, through your maternity leave and when you return to study.
- 1.2. The University is committed to supporting its students to succeed in their studies and seeks to ensure those who are pregnant or caring for a very young child are not disadvantaged, whilst ensuring that academic standards are maintained.
- 1.3. This policy provides guidance to registered and prospective students who are or become pregnant at the commencement of or during their studies. It also provides advice on parental and adoption leave.

### **2. Scope – who is covered by this policy?**

2.1. This policy applies to the following:

- a) any student enrolled and registered with the University, including apprentices and students on programmes delivered in partnership with other providers, unless otherwise stated in the course specification, who is or becomes pregnant during study;
- b) any student who has given birth within the last 26 weeks;
- c) any student who has delivered a stillborn child after 24 weeks of pregnancy;
- d) any student whose partner (including same-sex partners) is pregnant, where the student will assume caring responsibility for the child;
- e) any student who becomes a parent through the process of adoption; and/or
- f) prospective students who become pregnant before the start of their course, or those who will be new mothers after their course start date.

### **3. Who is responsible for this procedure?**

- 3.1. The Provost has overall responsibility for this policy but has delegated day-to-day responsibility for overseeing its implementation to the staff identified in this policy. All relevant members of staff have been made aware of the policy and have received appropriate training.
- 3.2. This policy will be reviewed from time to time (and at least every two years) by the Student Services, Registry team and the University Solicitor to ensure that its provisions continue to meet our legal obligations and reflect best practice.

### **4. Support for students**

- 4.1. Support and advice regarding this policy is available from the Student Life Centre, LSBU Students' Union Advisory Service and/or Student Wellbeing team.
- 4.2. The University will make reasonable adjustments to this policy where it is reasonable to do so to prevent you from suffering substantial disadvantage due to any disability you may have.
- 4.3. Further details of support services offered by the University are set out at Appendix B.

## **5. Arrangements for pregnancy and maternity leave**

- 5.1. You are encouraged to disclose a pregnancy in confidence and in writing to your Course Director at an early stage so that your School can provide appropriate support and conduct a health and safety risk assessment. If you do not inform your Course Director of your pregnancy in this way, the University will be unable to provide you with appropriate support, which may expose you and your baby to hazards.
- 5.2. The University has developed a risk assessment to identify and address any specific hazards you may encounter during your pregnancy, or as a new mother. This is so that the University can consider any health and safety implications and take appropriate measures to remedy any risks identified. The University's risk assessment process is set out in more detail under paragraph 9 below.
- 5.3. If you are a pre-registration student in the School of Health and Social Care, you should inform your Trust/practice environment provider of your pregnancy in writing at the same time as notifying the University. Pre-registration students are expected to follow their Trust/practice environment provider's maternity policy and procedures. The pre-registration student's Course Director should also complete the School of Health and Social Care Maternity Leave Application Form <sup>1</sup>ahead of the risk assessment detailed in paragraph 9 below.
- 5.4. Radiography students must also inform the Radiation Protection Supervisor in writing who will comply with the process detailed set out in the LSBU Local Rules for Radiation Protection. Action will be taken to restrict a dose to the baby of less than 1mSv for the remainder of your pregnancy.
- 5.5. When arranging antenatal and post-natal appointments you should consult your personal tutor or Course Director (for University time) and Practice supervisor/Placement Co-ordinator (for placement time) in advance in order to agree arrangements for taking leave and catching up on work missed.

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<sup>1</sup> Found at Appendix C of this policy document.

- 5.6. Due to the early selection of students for courses, some prospective students may become pregnant before the start of their course. At an early stage, the prospective student should contact the LSBU Admissions Team to discuss the suitability of starting their course of study or deferring their place.
- 5.7. If you are an enrolled student and wish to interrupt your studies to take a significant period of absence for maternity/adoption leave, you should consult and follow the Interruption and Withdrawal Procedure<sup>2</sup>, which allows all students to take a break from their studies for personal reasons.
- 5.8. If you are a pre-registration or a pre-qualification student, due to professional requirements, you must request maternity leave following consultation with your Course Director and Placement Co-ordinator, using the School of Health and Social Care Maternity Support Leave Application Form<sup>3</sup> either:
- a) at least 15 weeks before the beginning of the week when your baby is due; or
  - b) within seven days of being told by the adoption agency that you have been matched with a child.
- 5.9. There is no requirement for you take time away from your studies due to maternity or pregnancy, but it is strongly recommended that new mothers do not return earlier than two weeks after giving birth. If you wish to take a short period of time away from your course, you should inform your Course Director and personal tutor or supervisor of how much leave you intend to take. Depending on your course of study, the School may be able to arrange for you to catch up on work missed before re-joining your course in the same academic year. Where this is not possible, the School may recommend an interruption of studies on your behalf in line with the Interruption and Withdrawal Procedure.
- 5.10. Rather than formally interrupt your studies, you may also be able to request a transfer from full-time to part-time study. If you are interested in this option, you should discuss this with your Course Director and the Fees team. Students should note that such a transfer may affect their funding. If you are an international student studying on a Tier 4 visa, it is not possible to transfer to part-time study. Please see 'Visa issues for Tier 4 international students' for more information.

### Finances and funding

- 5.11. If you are an undergraduate student, you should note that funding will usually stop when your interruption of studies starts.
- 5.12. Advice on general financial matters and any entitlements can also be obtained from the Student Life Centre [studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.ac.uk)

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<sup>2</sup> [http://www.lsbu.ac.uk/data/assets/pdf\\_file/0015/123423/student-interruption-withdrawal-procedure.pdf](http://www.lsbu.ac.uk/data/assets/pdf_file/0015/123423/student-interruption-withdrawal-procedure.pdf)

<sup>3</sup> Found at Appendix D of this policy document.

- 5.13. If you receive funding from a sponsor, you should contact your sponsor for further advice.
- 5.14. NHS Bursary students should contact the NHS Business Services Authority Student Grants Unit for information regarding any maternity award or childcare allowance element of the NHS Bursary.

#### Visa issues for Tier 4 students

- 5.15. If you are an international student on a Tier 4 visa, it is very important that you seek advice from the International Student Advice Team at the earliest opportunity.. An adviser will provide a supportive service to set out possible options for you and your academic advisor. The UK Immigration Rules do not permit a student to extend their visa for reasons relating to pregnancy or maternity.
- 5.16. The maximum period of approved authorised absence will be considered on an individual basis in line with Home Office regulations. If you find you need to interrupt your studies, the University will need to record this and to report it to the Home Office, which will result in your visa being curtailed (shortened). This does not mean you have breached your visa or are in trouble, but it will mean that you (and any dependants) will need to leave the UK before the date of your visa curtailment. It is important that you plan ahead when preparing to leave the UK, as some airlines will not allow you to fly towards the end of your pregnancy.
- 5.17. When you are ready to resume your studies, you will need to apply for new Tier 4 entry clearance to return to the UK. Please note, the Home Office has very strict rules about who is eligible to bring dependants to the UK. An International Student Advisor will be able to discuss this with you.
- 5.18. If you do have your baby in the UK, it will not automatically be deemed to be a British Citizen. The baby needs to have a parent with British citizenship or settled status in the UK in order to be born British. You should check with your embassy what you need to do to register the baby's birth and inform yourself if the baby requires a visa to remain in the UK. Please contact the International Advice team ([international.advice@lsbu.ac.uk](mailto:international.advice@lsbu.ac.uk)) to find out the most up to date information about NHS services entitlement.

#### Examinations

- 5.19. If you require flexible arrangements during examinations due to your pregnancy, for example frequent breaks to be mobile, you should provide appropriate information about this to Wellbeing team [studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.ac.uk) who will confirm what kind of arrangements can be put in place for you.

#### Accommodation

- 5.20. If you live in University accommodation during your pregnancy, you should seek advice from Accommodation Services, so that a risk assessment specific to your housing can be undertaken. Students are advised to consider their accommodation requirements at an early stage and contact Accommodation Services. In the later stages of your pregnancy and once your baby has arrived, LSBU is unlikely to be able to provide you with the accommodation you need but can give you initial guidance on finding alternative private or local authority housing.
- 5.21. Please note that if you are living in University accommodation and you decide to interrupt your studies, your Accommodation Agreement will automatically come to an end and you will be required to move out.

#### Study abroad, work placements and field trips

- 5.22. If you become pregnant before or during a period of study abroad or a work placement there may be circumstances where the University is limited in the support it can provide. Advice may be sought from your School and/or the International team. Where there is judged to be a risk to you or your unborn child, you may be strongly advised to interrupt your studies or, in certain cases, it may be possible for you to transfer to a variant of your course which does not require a period of study abroad. Consideration of field trips/study abroad/work placements should be informed by the advice of your midwife or doctor.
- 5.23. If you are pregnant whilst on placement, you will be required to follow the placement provider's regulations/polices in addition to the University's requirements.
- 5.24. If you are a pre-registration student in the School of Health and Social Care, risk assessments within your placement may mean that you do not remain in a practice environment and your Course Director, in collaboration with your Placement Co-ordinator, will discuss an individual training plan with you where appropriate.
- 5.25. Radiography students who declare themselves pregnant will not be expected to be on clinical placement in a designated contaminated area, or work with unsealed radioactive materials. Radiography students who are breastfeeding will not be expected to be on clinical placement in a designated contaminated area, or work with unsealed radioactive materials.

#### Return to study

- 5.26. If you have interrupted your studies, you will be expected to re-enrol at the start of the next academic year following the interruption and come back to your studies at the beginning of the equivalent semester in which your interruption began.
- 5.27. If you are not ready to come back to your studies by re-enrolling in the academic year following the interruption, you should contact Student

Administration at [reenrol@lsbu.ac.uk](mailto:reenrol@lsbu.ac.uk). It is your responsibility to keep the University informed.

- 5.28. If you are a pre-registration student in the School of Health and Social Care, you must inform your Course Director of your intention to return to your programme at least 6 weeks prior to your expected return. Course Directors must then complete a Maternity Resumption of Studies Application Form<sup>4</sup>.

#### Breastfeeding facilities

- 5.29. If you require breastfeeding / expressing facilities while on the University campus, please contact the Student Life Centre who can arrange access to first aid rooms on the Southwark campus. Students who are breastfeeding and based at the Havering campus should contact the Student Administration and Campus Manager (Cathy Rowe on [roweca@lsbu.ac.uk](mailto:roweca@lsbu.ac.uk)).
- 5.30. If you require breastfeeding / expressing facilities while on placement, you should discuss this your Placement Co-ordinator

#### Extenuating circumstances

- 5.31. If you face significant and unforeseen events in your personal life related to your pregnancy, which have a negative impact on an assessment, e.g. a sudden or unpredictable illness related to your pregnancy, or the loss or termination of a pregnancy, you should refer to LSBU Extenuating Circumstances Procedure. The LSBU Extenuating Circumstances Procedure<sup>5</sup> is intended to support students facing unexpected, significantly disruptive circumstances arising from matters beyond their control which affect their ability to study or take assessments.
- 5.32. Where you believe your assessed work has been, or may be, negatively affected by extenuating circumstances linked to your pregnancy, you can bring these to the attention of the relevant Award and Progression Examination Board by submitting a claim under the Extenuating Circumstances Procedure.
- 5.33. Where you believe your performance in practice on placement is being affected by your pregnancy, you should discuss this with your Course Director before the placement concludes.
- 5.34. If your circumstances are likely to persist for more than a few weeks and make it difficult for you to study effectively, it may be better for you to take

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<sup>4</sup> Found at Appendix E of this policy document.

<sup>5</sup> [http://www.lsbu.ac.uk/data/assets/pdf\\_file/0003/118578/student-extenuating-circumstances-procedure.pdf](http://www.lsbu.ac.uk/data/assets/pdf_file/0003/118578/student-extenuating-circumstances-procedure.pdf)



a formal break from your studies under the Interruption and Withdrawal Procedure<sup>6</sup>.

## **6. Arrangements for adoption**

6.1. If you are planning to or if you have become a parent as a result of adoption, you are entitled to the same support and advice as other students who become parents during their studies, and the principles and processes outlined in this policy will apply.

6.2. It is acknowledged that the time-frame for adoption arrangements may not allow as much time for planning in comparison with a pregnant student, and where this is the case, both you and University staff should follow the principles and processes in this policy as far as you are able.

## **7. Arrangements for students whose partner is pregnant or adoption (including same sex partners)**

7.1. When arranging to attend your partner's antenatal and/or post-natal appointments, you should consult your personal tutor or supervisor in advance in order to agree arrangements for taking leave and catching up on work missed.

7.2. If your partner is pregnant or adopting a child, you may apply to take two weeks parental leave, in consultation with your School and in accordance with the University's Sickness and Absence Policy for Undergraduate and Postgraduate Taught Tier 4 Students where relevant. If you are a Student in the School of Health and Social Care, please refer to the Practice Learning Guidelines for your healthcare discipline.

7.3. If you are considering taking a longer period of absence, for example shared parental leave, you should consult and follow the Interruption and Withdrawal Procedure.

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<sup>6</sup> [http://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0015/123423/student-interruption-withdrawal-procedure.pdf](http://www.lsbu.ac.uk/_data/assets/pdf_file/0015/123423/student-interruption-withdrawal-procedure.pdf)

## 8. Use of data

8.1. The University may collect data on student maternity, parental leave and adoption, and use the data:

- a) internally for reporting, evaluation, learning and training; and
- b) externally for discussion with regulators in the higher education sector.

8.2. The data used by the University for the purposes set out in paragraphs 8.1a) and b) will be anonymised. Your personal data and sensitive personal/special categories of data (“**Personal Data**”) as defined by the Data Protection Act 1998 (the “**DPA**”) or the General Data Protection Regulation (“**GDPR**”) as relevant may be disclosed to the University’s members of staff and regulators only for those purposes. Personal Data will not be shared with any other third parties unless the University has your express consent, has a statutory obligation to do so, or is otherwise permitted to do so under the DPA/GDPR.

## 9. Risk Assessment

9.1. Once a pregnancy, or a student’s status as a new mother, is disclosed to a Course Director, the Course Director shall contact the Health, Safety and Resilience Team in order to arrange a pregnancy risk assessment meeting.

9.2. Pregnancy risk assessment meetings may take place in person, over the phone or via other virtual means and the following attendees shall be present: a representative from the Health, Safety and Resilience Team, the student’s Course Director (or their nominee), and where the student is resident in halls, the Head of Student Accommodation or their nominee (referred to as the ‘Panel’).

9.3. The Panel shall complete the Pregnancy and New Mothers Risk Assessment (Appendix A) during the meeting taking into account specific risks posed by the student’s course of study. For many courses these risks will be low but courses that involve the following are more likely to present a greater risk:

- a) physical activity, including lifting and carrying;
- b) the use of chemicals or biological agents;
- c) exposure to radiation;
- d) working in hot/cold or pressurised environments;
- e) working at height or in ways which require balance;
- f) where exposure to infectious disease is a possibility, including laboratory work and healthcare provision.
- g) working in a hospital theatre or other clinical locations where there is exposure to anaesthetic gases
- h) working in a hospital ward or other clinical locations where there is exposure to pathogens e.g. an infectious diseases ward

- 9.4. Reasonable adjustments should be decided upon by the Panel and implemented by the School to allow the student to continue their course safely. Consideration should also be given to whether any special arrangements need to be put in place with respect to placements, fieldwork or practical course elements.
- 9.5. The Panel may recommend that the student consult their GP or other health advisor of their choice for advice whether specific risks can be mitigated.
- 9.6. A copy of the completed Pregnancy and New Mothers Risk Assessment should be provided to the student by the Panel to inform the student of the outcome of the assessment.

## Appendix A: Pregnancy and New Mothers Risk Assessment

**Dated:**

**Attendees:**

<b>Student Name:</b>	
<b>Course:</b>	
<b>Year:</b>	
<b>Placement (if applicable):</b>	
<b>Full time/ Part time:</b>	
<b>Resident in halls?:</b>	<i>Where the student is resident in LSBU student accommodation the Head of Student Accommodation (or their nominee) should form part of the Panel.</i>
<b>Expected date of delivery (or birth date):</b>	
<b>Expected date of return (if known):</b>	

The Panel should determine:

- (a) The risks to which the pregnant student or new mother who has recently given birth or is breastfeeding is exposed;
- (b) The nature, intensity and duration of any exposure to such risks; and
- (c) The actions which can be taken to remove the hazard, avoid, or reduce the risk.

<b>Does the student's course or placement involve:</b>		
<b>Hazard/ Hazardous Event (what can go wrong)</b>	<b>Guidance</b>	<b>Panel Comments</b>
Manual handling including lifting and/or carrying	Pregnant students, and breastfeeding mothers should not be required to undertake heavy lifting and manual handling should be limited.	

	If required, the student should be directed to seek medical advice from their GP.	
Fainting / dehydration /stress from extremes of heat and cold	Rest facilities should be made available and increased access/ refreshments/ provision of suitable clothing if required on placement.  If required, student should be directed to seek medical advice from their GP.	
Sitting/standing for long periods of time	The pregnant student should not be required to stand for long periods of time.  There should be provision of suitable seating in work/study area.  Staff delivering the course may need to be informed that the student may need to stand/sit for periods (e.g. taking a break from a long lecture to stand or move around).	
Placements/fieldwork/other off-campus activities	Placements or other off-campus activities should be separately risk assessed in consultation with the Health, Safety and Resilience Team.	

	The student may need to be excused from attendance where risks are identified.	
Use of biological agents/hazardous substances/ pesticides. Chemicals labelled with the following risk phrases R40, R45, R46, R61, R63 & R63	<p>School may need to check agent data sheets for suitability of use during pregnancy and use as directed.</p> <p>Any concerns should be discussed with the Health, Safety and Resilience Team.</p> <p>The student may need to be excused from sessions or work involving agents that pose a risk to pregnant women or nursing mothers.</p>	
Exposure or potential exposure to radiation	<p>The School's Radiation Protection Supervisor (RPS) should be notified and a specific risk assessment undertaken by the RPS who will comply with the required process set out in the LSBU Local Rules for Radiation Protection.</p> <p>Students who declare themselves pregnant should not be expected to be on clinical placement in a designated contaminated area or work with unsealed radioactive materials. These students may be</p>	

	restricted from being on clinical placement.	
Work at height or in ways which require balance	Pregnant students or students who are breastfeeding should not be asked to work at height, on slippery surfaces, or in other conditions that require heightened balance. Assessment of risks relating to balance should be considered in relation to campus-based activities, placements, and field trips.	
Exposure to biological agents including infectious disease is a possibility, including laboratory work and healthcare provision.	Where there is a risk of infectious disease which is greater than the risk to which an individual is likely to be exposed to outside of the student's programme of study (e.g. an outbreak of rubella on a teaching placement), the student should not be required to attend while pregnant or breastfeeding.	
Sensitivity to noise, nauseating smells and other environmental factors that may lead to stress/ increased blood pressure.	The student's exposure to noise, nauseating smells and other adverse working conditions should be minimised where possible perhaps through providing an alternative work area.	
Working at night	Working night shifts may increase a pregnant woman's risk of miscarriage or pre-term delivery. Night working should be avoided, but where	

	required the student should seek medical advice from their GP.	
<b>Has the student expressed any specific concerns to be considered by the Panel?</b>		
<b>Has the student's placement provider, where relevant, been asked to conduct a risk assessment?</b>		
<b>Where the student is resident in halls, has a halls risk assessment been conducted and any adjustments been agreed with the student?</b>		



## Appendix B: Support for students

The University provides a number of student support services. Students are encouraged to engage with the services and take up any appropriate support available to them.

The following are University-run services:

a) **[Mental Health and Wellbeing team](#)**

Support and advice to any student experiencing personal difficulties, who may be struggling to cope at University or who just needs someone to talk to. Appointments are available on the day by visiting the Student Life Centre helpdesk – you can also call 0207 815 6454 / email [studentwellbeing@lsbu.ac.uk](mailto:studentwellbeing@lsbu.ac.uk)

b) **SilverCloud – online support anywhere, any time**

SilverCloud is an online self-help resource and can support you with anxiety, depression, body image or stress. It's free to use, just sign up with your lsbu.ac.uk email address: <https://lsbu.silvercloudhealth.com/signup/>

c) **Disability and Dyslexia Support (DDS)**

[Disability & Dyslexia Support \(DDS\)](#) is a dedicated service for students who have a disability, mental health condition, long term medical condition or specific learning difficulty (including dyslexia). We also offer screenings for dyslexia throughout the year. Visit the Student Life Centre helpdesk, call 0207 815 6545 or email [disability@lsbu.ac.uk](mailto:disability@lsbu.ac.uk).

d) **Student Advice**

Advice and guidance on financial and money management, and help with any personal, emotional or academic issue you may face. Appointments are available on the day by visiting the Student Life Centre helpdesk – you can also call 0207 815 6454.

e) **Skills for Learning team**

The [Skills for Learning](#) team offer academic support in a range of areas (such as essay writing, presentation skills etc...). Appointments are available through the Student Life Centre or by calling 0207 815 6454.

Support is also available through the [Students' Union](#). The Union provides free, [confidential and impartial advice](#) and a place to talk during difficult times you may face as a student. You can book an appointment by calling 0207 815 6060 or by visiting the SU reception in the Student Centre (by the Venue bar).

**Appendix C: School of Health & Social Care, Maternity Leave Application Form for Pre-Registration, Nursing and Allied Health Sciences Students**



**School of  
Health and  
Social Care**

**SCHOOL OF HEALTH AND SOCIAL CARE**

**MATERNITY LEAVE APPLICATION FORM FOR PRE-REGISTRATION  
NURSING AND ALLIED HEALTH STUDENTS**

**Student Forename:** ..... **Surname:** .....

**Course:** ..... **Cohort:** .....

**Student contact details:**

**Mobile / Telephone:** ..... **Email:** .....

**Expected due date (EDD):** ..... / ..... / .....

Please complete details of practice placements that the student will be undertaking during pregnancy:

**Practice placement 1**

.....

**Date from:** ...../...../..... **Date to:** ...../...../.....

**Duties to be performed while on placement:**

.....  
.....  
.....  
.....

Provide details of the category of patients that the student will come into contact with e.g. children, elderly:

.....  
.....  
.....

**Practice placement 2 (if applicable)**

.....

**Date from:** ...../...../..... **Date to:** ...../...../.....

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Duties to be performed while on placement:

.....  
.....  
.....  
.....  
.....

Provide details of the category of patients that the student will come into contact with e.g. children, elderly:

.....  
.....  
.....

Provide details of any hazardous chemicals, materials or solutions that the student may need to handle or come in contact with while on placement:

.....  
.....  
.....

Start Date of Maternity leave: ...../...../..... Expected Return Date: ...../...../.....

Number of weeks authorised absence: .....  
(Student authorised maternity leave should not normally exceed 45 weeks)

Approved by: ..... Date: ...../...../.....  
(Course Director)

Student signature: ..... Date: ...../...../.....

The student is required to have a practice placement risk assessment prior to undertaking practice placements.

**Course Director contact details:**

**Name:** ..... **Telephone number:** .....

**Email:** .....

Office use only (Course Director)

Practice placement area informed (1) Date: ...../...../.....

Practice placement area informed (2) Date: ...../...../.....

MATB1 form received: Yes / No

# Appendix D: School of Health & Social Care, Maternity Support or Adoption Leave Application Form for Pre-Registration Students



School of  
Health and  
Social Care

## SCHOOL OF HEALTH AND SOCIAL CARE

### MATERNITY SUPPORT OR ADOPTION LEAVE APPLICATION FORM FOR PRE-REGISTRATION NURSING AND ALLIED HEALTH STUDENTS

Student Forename: ..... Surname: .....

Course: ..... Cohort: .....

#### Student contact details:

Mobile / Telephone: ..... Email: .....

Expected due date (EDD): ..... / ..... / .....

Please complete details of practice placements that the student will be undertaking during pregnancy:

Practice learning placement

.....

Date from: ..... / ..... / ..... Date to: ..... / ..... / .....

Approved by: ..... Date: ..... / ..... / .....  
(Course Director)

Student signature: ..... Date: ..... / ..... / .....

#### Course Director contact details:

Name: ..... Telephone number: .....

Email: .....

Actual Start of Agreed Leave: ..... / ..... / ..... Return Date : ..... / ..... / .....

Office use only (Course Director)

Practice placement area informed Date: ..... / ..... / .....

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## Appendix E: School of Health & Social Care, Resumption of Studies Application Form for Pre-Registration Students Following an Authorised Period of Maternity Leave



School of  
Health and  
Social Care

### SCHOOL OF HEALTH AND SOCIAL CARE

#### RESUMPTION OF STUDIES APPLICATION FOR PRE-REGISTRATION NURSING AND ALLIED HEALTH STUDENTS FOLLOWING AN AUTHORISED PERIOD OF MATERNITY LEAVE

Student Forename: ..... Surname: .....

Course: ..... Cohort: .....

**Student contact details:**

Mobile / Telephone: ..... Email: .....

Number of weeks authorised absence: .....

Agreed Date of Return: ...../...../..... Date to: ...../...../.....

Student Return Approved by: ..... Date: ...../...../.....  
(Course Director)

Student signature: ..... Date: ...../...../.....

**Course Director contact details:**

Name: ..... Telephone number: .....

Email: .....

GP Fitness to return certificate provided: Yes / No

Date : ...../...../.....

Occupational Health Referral required: Yes / No