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PREGNANCY, ADOPTION AND MATERNITY POLICY

1. Introduction

TLG must ensure that all students/ applicants are not discriminated against because of their pregnancy. This policy covers any applicant who is pregnant, registered students who become pregnant during their studies, registered students whose partners are pregnant and students who become a parent/parent through other means.

This policy is intended to provide information about health, safety and well-being measures for students during pregnancy and early parenthood. This policy will also provide students and staff with a framework of guidance for the provision of information in a confidential context in such situations.

All adjustment requests will be managed through the Reasonable Adjustment Panel process.

Policy Guidelines

This guidance also applies to students undergoing the process of adoption or any other alternative parental process. Students who are in or due to start any applicable process should notify their student success tutor as soon as possible.

2. Disclosing a Pregnancy

- 2.1 It is the responsibility of the student to notify TLG of their pregnancy should they wish to access support. Support measures will only be implemented once TLG has been formally informed.
- 2.2 Due to the sensitive nature of the information surrounding pregnancy, the information will only be passed on with express consent from the student. The student will indicate the level to which they want the information would be circulated.
- 2.3 This process does not replace or interfere with the Extenuating Circumstances process. Students seeking Extenuating Circumstances approval or other adjustments will still be required to provide supporting evidence. The student must take steps to obtain legitimate documentation to support procedures such as Extenuating Circumstances, assessment adjustments, and attendance considerations.

- 2.4 Continuation of Studies during pregnancy. Upon consultation with the student support services a pregnant student may be offered the opportunity to defer their studies based on their individual circumstances.
- 2.5 A pregnant student may continue to attend their studies at TLG as long as they feel they are able to before the birth of their child.
- 2.6 Pregnant students must inform the college and complete a risk assessment before any adjustments are considered; adjustments are not made solely on the basis of pregnancy. The course director or an elected nominee, will conduct a risk assessment using the form (Appendix 1).
- 2.7 A Reasonable adjustment form will be completed by the pregnant student and forwarded by the student support team or disability and wellbeing team to the reasonable adjustment panel for approval. The risk assessment report will also be provided for consideration by the panel.

Possible adjustments to a student's programme of study may include:

- Time off to attend ante-natal appointments- Students should endeavour to arrange appointments outside of lectures and other forms of engagement, however time off arrangements can be made in collaboration with the disability and wellbeing office.
- Examination and Assessments- if the student's pregnancy affects assignment submissions or presentations, pregnant students will be eligible for extensions in line with the extenuating circumstances policy. Presentations might be adjusted for instance, sitting down during presentations or presenting virtually. In some cases, assignment deferrals might be recommended.
- Study Deferrals- Students should indicate at the earliest opportunity if they need to take time off from their studies and when they wish to recommence study.

3. Still Births and Miscarriages

If the student's foetus or baby is miscarried, or still born, they are entitled to take sick or compassionate leave for 2 weeks. Subsequently, the student may decide to defer their studies and will be provided adequate information and advice on this by the student support team. Counselling and advisory services for bereaved students are available through these charitable organizations.

- Petals- [Request Counselling - Petals Charity](#)



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- Sands- [Support for you | Sands - Saving babies' lives. Supporting bereaved families.](#)
- Cradle Charity- [Home | Cradle Charity](#)

4. Maternity

Students are entitled to a minimum of two weeks' maternity leave following the birth of their child or child responsibilities through other alternative means. They may also choose to defer their studies after delivery if they require additional time before resuming their programme.

5. Paternity / Secondary Carers

Students who are secondary carers may also apply for reasonable adjustments through the reasonable adjustment process. All secondary carers will complete the reasonable adjustment form after consulting with the student support team, and the reasonable adjustment panel will review and approve based on the requested adjustments. For this policy the secondary carers are defined as

- The baby's biological father;
- Spouse/ civil partner to the mother, or partner/ same-sex partner;
- Adoption- Civil partner/ same sex partner, husband or partner to the primary carer for adoption.

6. Complaints

If any student is not satisfied with their treatment under this policy they should raise it in the first instance, with their student support office and also refer to TLG's complaints procedure for resolution.

7. Policy Review

This policy is reviewed annually or as required to maintain alignment with academic regulations and institutional requirements.



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Appendix

Pregnant Student Risk Assessment Form

Section A — Student Details & Consent

Student Name	
Student ID	
Campus Location	
Date of Risk Assessment	
Expected Delivery Date	
Stage of Pregnancy (Weeks)	
Student Contact (Phone/ E-mail)	

* Consent to share information with relevant staff: Yes No

Section B — GP / Midwife Comments

GP / Midwife comments or recommendations (attach letter if provided):

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Section C — Teaching & Learning Environment Checklist

Travel to/from campus	
Lecture/seminar attendance (long periods seated, late finishes)	
Library/computer use (ergonomics, prolonged screen use)	
Group work / presentations	
Exams / assessments	



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Other (student to specify)	
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Section D — Student's Preference

Continue studies with reasonable adjustments

Temporarily interrupt / defer studies

If deferring, proposed dates: From ___ / ___ / _____ to ___ / ___ / _____

Section E — Review Schedule

Next review date: ___ / ___ / _____

Reviews should be carried out each trimester or if circumstances change.

Section F — Confidentiality Statement

This form will be shared only with the Reasonable Adjustment Panel and relevant TLG staff as agreed with the student. Information will be stored in line with TLG's data protection policies.

Section G — Signatures

Student signature: _____ Date: ___ / ___ / _____

Assessor signature: _____ Date: ___ / ___ / _____

Reasonable Adjustment Panel approval: _____ Date: ___ / ___ / _____