

2025-26 Maternity & Adoption Scheme

The scheme aims to provide a contribution towards the cost of **teachers** on maternity and adoption leave. The scheme is financed by a de-delegation: a compulsory deduction from the budgets of maintained primary schools. The de-delegation was agreed by CPH Finance members of Schools Forum and all Cambridgeshire maintained primary schools (including First, Infant and Junior schools) are included within this scheme.

Costs and Benefits

This de-delegation is for £5.00 per pupil and is unchanged from 2022-23.

As an example of this in practice would give a school with 200 pupils an annual deduction of £1,000. You will see this deduction in your SBS funding predictor and this is made before the first funding statement, so there is no subsequent adjustment during the year.

The payout benefit from this scheme will be **£2,250** per 1 FTE teacher for April 2025 - March 2026 and will be reviewed on an annual basis. Only one payment will be made per period of absence. For teachers who work less than full-time there will be a pro-rata reduction in the pay-out. This scheme provides a standard contribution towards maternity and adoption costs and adjustments are not made based on the scale point of the staff member on leave.

Maternity or adoption leave must notified within 4 weeks of commencement

Once the teacher has commenced Maternity/Adoption leave the school must complete the claim form and submit along with copy of the **Teacher's MATB1 or Adoption Certificate**. Claims must be submitted within **4 weeks** of the teacher commencing maternity/adoption leave.

Late or un-evidenced claims will **not** be paid.

This scheme currently does **not** cover paternity leave.

This scheme will only pay out as the leave starts and with the submission of the relevant certificate, never in advance.

Scheme period

This scheme applies from 1st April 2025– 31st March 2026. The relevant date for determining whether claims fall within this period, will be the first school day in which the teacher is absent due to maternity or adoption leave. Coverage within this scheme ceases on the day before conversion for any schools that convert to academy status after 1st April 2022.

Administration

To make a claim for the scheme, submit the excel form available via this link: [Cambridgeshire Absence Schemes and Contingencies](#) by email with subject "Maternity/Adoption claim" to Bank.Account@cambridgeshire.gov.uk. This should be accompanied by a scan of the maternity or adoption certificate.

As long as the claim is received before the end of the month, payment will usually be made in your next month's funding statement.

Please note: At year end all claims received by the 28th February 2026 will be paid in the March funding statement. Claims received after February will not be paid until the May 2025 funding statement.

If you have any queries concerning individual claims, administration etc. please email:
Bank.Account@cambridgeshire.gov.uk