



Academic Policy 2:

Student Pregnancy, Maternity, and Becoming a Parent during Study Policy

2026-2027

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Section 1 - Introduction

- 1.1. Kingston University values the diversity of its student and staff body. We are committed to providing a fully inclusive environment to ensure consistent and holistic support for our whole community. We recognise our duty under the Equality Act 2010 to prevent discrimination, advance equality of opportunity, and foster good relations between different people. We endeavour to ensure that this duty is carried out consistently throughout the institution.
- 1.2. Kingston University alongside our collaborative partners will ensure that pregnancy, maternity, and becoming a parent, are not in themselves a barrier to a student starting or continuing their studies.
- 1.3. This policy outlines support and arrangements for a student who is or becomes pregnant, has a baby, or in the sad event of suffering a miscarriage or stillbirth after accepting a place at the University. The [University's Admissions policy](#) includes information for applicants on pregnancy and maternity.

Students with partners who are either pregnant or in a maternity period may need to take time off to support their partners due to unforeseen/ unexpected circumstances, related to the pregnancy, which may adversely affect their performance in an assessment. In these circumstances an application can be made using the University's [Mitigating Circumstances Procedure](#).

- 1.4. Research students should liaise with their supervisor(s) to consider the impact of the pregnancy on their studies and should develop individual plans. [Annex C](#) outlines additional advice and support research students can access should they require it.
- 1.5. When periods of days are referred to in this document, unless otherwise stated, a 'day' is a **University working day**, which is any day except weekends, bank holidays, and the period between Christmas and New Year when the University's administrative offices are closed. This applies even when some areas of the University, such as libraries and learning spaces, are open during these times.

Section 2 - Principles

- 2.1. A student who is pregnant, or has given birth within the last 26 weeks, is protected from unfavourable treatment in the areas of education and provision of services by the Equality Act (2010). This includes students who are pregnant and may be considering a termination of the pregnancy, or adoption of the baby. If a student believes they are being discriminated against, bullied, or harassed as a result of their pregnancy or having given birth, they can report it using the [University's Report + Support site](#), or submit a complaint following the [Student Complaints Procedure](#).
- 2.2. The University will be flexible in its approach to facilitating a student's continuing studies whilst ensuring that academic standards are upheld and that agreed arrangements are in line with the requirements of external professional bodies.

- 2.3. The health and safety of the pregnant student and the unborn child will always take priority over the right to flexibility in the study plan. This is a **collective responsibility** and does not sit with an individual member of staff.
- 2.4. The University understands that a student's feelings around their own, or their partner's, pregnancy may be complicated, and not all students will choose to continue with their pregnancy. Advice and support given to students will be impartial and tailored to the student's individual situation. [Annex C](#) outlines internal and external advice and support that students can access.
- 2.5. Information given by students will be treated with sensitivity.

The academic or professional services staff member to whom the student discloses their pregnancy is required to inform the student's Course Leader so that necessary steps can be taken to protect the health and safety of the student and the unborn child.

This should be explained to the student when the information is disclosed. Information listing other members of staff who will need to be notified is detailed in [Section 3](#). The exception for this is, if the staff member is concerned that the student is at risk, or a risk to others. In this instance, staff should follow the [University's Safeguarding Procedure](#).

Staff must also meet the requirements of the [Data Protection Act 1998](#) and the [General Data Protection Regulation \(GDPR\) \(2018\)](#).

- 2.6. Whilst every effort will be made to accommodate a student's pregnancy and maternity related absence or to enable them to continue their studies, it may not always be possible. Clear reasons will be given in writing if this is the case. If a student is not satisfied with the reasons given, they may wish to follow the [Student Complaints Procedure](#).

Section 3 – Responsibilities

(See [Annex A](#) for a visual representation of responsibilities and process)

Responsibilities of the Student

- 3.1. To confirm their pregnancy to an academic member of their course team (such as their personal tutor, module or course leader etc.). A student has the right to make the initial disclosure to the academic staff member that they feel most comfortable to do so with, and can do this in person or in writing.

On most courses, the Course Leader will have oversight of ensuring reasonable adjustments are put in place for pregnant students. If the student chooses not to initially disclose this information to their Course Leader, the staff member should explain that they are required to inform the Course Leader so that a risk assessment can be completed and a support plan put in place.

In some faculties, local arrangements are in place and a delegated lead holds the responsibility for providing this support. The academic staff member will be aware of any local arrangements and be able to advise. The delegated lead will then assume the responsibilities assigned to the academic staff member in this policy.

The University can only develop a study plan and take measures to safeguard a student when they have been made aware of the pregnancy and maternity by the student.

- 3.2. If the student is on or will begin a period of study abroad or work placement whilst they are pregnant, they should ensure they notify the relevant teams, in addition to an academic staff member, about their pregnancy so that appropriate support can be implemented.
- 3.3. If the student is a part of any sports, clubs, or societies through the Student's Union, they should notify the Union as soon as possible so that a risk assessment can be completed for these activities.
- 3.4. To ensure they have registered with and are receiving support from a GP or NHS Maternity Unit either at the University's Health Centre or locally to where they live. The [NHS website](#) outlines the support that can be accessed by people who are pregnant.
- 3.5. To attend meetings with a member of their course team to complete and review the risk assessment and study plan as soon as possible. Without attending these meetings, reasonable adjustments cannot be implemented.
- 3.6. To seek advice on housing or money matters if relevant.

If the pregnant student is living in Kingston University halls of residence, they will not be asked to leave their existing accommodation because they are pregnant. The University has no accommodation suitable for babies or children, therefore, if a student has a baby residing with them in halls, they may be in breach of their accommodation license.

Taking a break from studies may have implications on funding, and eligibility for various welfare benefits.

The [University Money Advisors](#) can advise on both housing and money-related issues.

- 3.7. International students that have Student Visas, should check what effect a break in studies will have on their immigration status. The student can contact the [International Office](#) for more information. Study plan arrangements made with the University will need to consider any visa restrictions and authorised absence allowed.
- 3.8. To seek advice from other relevant bodies if needed. A list of departments and bodies that a pregnant student may need can be found in [Annex C](#).

- 3.9. To follow and apply for relevant procedures (such as Modified Exam Arrangements or Mitigating Circumstances) when needed. For more information about additional actions and information, see [Section 4](#).
- 3.10. To ensure that any pregnancy or maternity-related absences are logged with the Student Engagement Team via the [KU Check-In email](#).
- 3.11. When ready to return to studies, students should contact their Course Leader before their start date in the time period agreed within the study plan, to confirm that they are ready to return. Support is only able to be offered to students returning from a period of maternity leave if they contact their Course Leader in advance of their return.

Responsibilities of the Academic Staff Member(s)

- 3.12. In line with the University's [Health and Safety Policy](#), the Course Leader is responsible for ensuring a suitable and sufficient risk assessment is carried out through the collaboration of relevant faculty staff and the student. Advice can be sought from relevant departments including the [Health and Safety Office](#).

Risk assessments should be completed within **10 University working days** of the student notifying the course team about their pregnancy.

- 3.13. To implement measures to manage any risks within the programme of study. Advice can be sought from relevant departments including the [Health and Safety Office](#).
- 3.14. To draw up a study plan, together with the student, to ensure reasonable adjustments are put in place where possible. It should be recognised that the study plan will need to be reviewed regularly and ensure that implications from the risk assessment on the study plan are incorporated immediately. (See [Annex B](#) for the study plan template).

If the student has requested a Study Plan but there has been no action taken by the academic staff members on their course, this should be raised with the Student Services Director who will escalate this to the relevant Head of Department and EDI Faculty Action Group Chair.

- 3.15. To provide copies of the study plan and risk assessment to the Course and Student Administration (CSA) team.
- 3.16. To complete the [Student Pregnancy and Maternity Reporting Form](#), upon completion of the risk assessment and study plan.
- 3.17. The member of staff the student discloses to must inform the student's Course Leader so a risk assessment can be completed (if the staff member the student has disclosed to is not the Course Leader). This should be explained to the student when they disclose their pregnancy (see section 2.5).

- 3.18. On receipt of notification from the student of their return date, the Course Leader will ensure any necessary arrangements are made to facilitate the student's return to study, including notifying any relevant staff members. A recommencement meeting with the student should be arranged to ensure that the study plan and risk assessment form are updated accordingly.
- 3.19. Although elements of this policy may be delivered by multiple staff members, the Course Leader has overall responsibility to ensure that the actions in this policy are followed.

Responsibilities of Professional Service Staff

- 3.20. If a student discloses their pregnancy to a staff member within Professional Services, the staff member should explain that **the Course Leader must be informed** to ensure that a risk assessment can be conducted to protect the health of the student and unborn baby.

If the student has requested a risk assessment or study plan, but there has been no action taken by the academic staff members on their course, this should be raised with the Student Services Director who will escalate this to the relevant Head of Department and EDI Faculty Action Group Chair.

- 3.21. The [Health and Safety Office](#) can offer training and advice to academic staff completing risk assessments for students.
- 3.22. The [Student Inclusion Team](#) can signpost students and staff who are impacted by this policy to appropriate support and will be responsible for managing the [Student Pregnancy and Maternity Reporting Form](#) (for reporting purposes only).
- 3.23. Student Life, Health and Wellbeing offer a range of support services that students who are pregnant or who have become a parent can access. (See [Annex C](#) for a list of relevant University Support Services)
- 3.24. The [Student Engagement Team](#) are responsible for logging pregnancy and maternity-related absences, when the student or academic staff member has notified them by emailing the [KU Check-In email](#).
- 3.25. The Course and Student Administration Team (with the support of the [Regulations, Assessments, and Student Casework](#) Team) are responsible for ensuring a student's record is up to date. For example, if a deadline for a revised deadline is after the Programme Assessment Board (PAB), there should be a note made on the student's record to ensure that they are not marked as having failed for any attempts impacted by the pregnancy or period of maternity/ paternity.

Section 4 – Key Actions and Information

The University can only develop a study plan and take measures to safeguard a student when they have been made aware of the pregnancy or maternity by the student.

The Study Plan

- 4.1. The study plan will consider, the impact of the pregnancy or maternity on the student's programme of study, including arrangements for ante-natal appointments and maternity-related leave.
- 4.2. The study plan should detail any specific arrangements agreed during the student's pregnancy, as well as the timescale and arrangements for returning to study.

If the student has requested a study plan but there has been no action taken by the academic staff members on their course, this should be raised with the Student Services Director who will escalate this to the relevant Head of Department and EDI Faculty Action Group Chair.

The Course Leader is responsible for ensuring the study plan is completed and followed.

- 4.3. If reasonable adjustments need to be made, the student will need to agree in writing that the study plan/ information can be shared with relevant people involved in delivering the programme of study (e.g. technicians, module tutors etc.).

Examples of reasonable adjustments or flexibility includes:

- Allowing time out of study in line with the University Fees policy.
- Allowing absences for medical appointments prior to, and after the birth.
- Flexibility regarding assignment deadlines.
- Additional support when sitting exams (e.g. extra time for breaks, being seated close to the exit, and being allowed to bring food and drink).
- Allowing resit examinations to be counted as first attempts where the pregnancy or birth prevents the student from taking them at the usual time.
- Consideration of a request to transfer to part-time study where possible (the student will need to consider the financial applications of this).
- Offering support to help the student continue their studies after any period of prolonged absence.
- 'Keep in touch days' over any prolonged absence from the University.

Students should not be advised to apply for mitigating circumstances as part of the study plan. If the revised deadlines/ assessment dates are scheduled for after the PAB, the RASC and CSA team should be notified to ensure that the student's record is updated accordingly.

- 4.4. The study plan should be reviewed at key stages during the pregnancy, and if any circumstances change during the pregnancy or maternity, the student should notify the Course Leader.

The study plan includes any rescheduling of assessment dates and/ or deadlines. The study plan does not preclude the use of [Mitigating Circumstances Procedure](#) where the student has been affected by sudden or unforeseen factors.

The Mitigating Circumstances Procedure should not be used in lieu of a study plan developed under this policy.

- 4.5. Maternity-related absence must be in line with the [University Fees Policy](#). The requirement for particular courses will be confirmed in the study plan.
- 4.6. Study plan arrangements made with the University will need to consider any visa restrictions and authorised absence allowed for international students on Student Visas. Advice around this can be sought from the [International Office](#).

The Risk Assessment

- 4.7. The risk assessment must be carried out as soon as possible and no later than **10 University working days** after the student has confirmed their pregnancy or maternity to the University.
- 4.8. The purpose of the risk assessment is to identify and put in place measures to manage any risks within the programme of study. The risk assessment informs the study plan and should be reviewed regularly.
- 4.9. The Health and Safety Office can offer training and advice to any staff member who will carry out a risk assessment.

Staff conducting risk assessments can access the form on the [Health and Safety Staffspace pages](#).

The Course Leader is responsible for ensuring the risk assessment is completed.

- 4.10. HSSCE students should have a risk assessment completed for each Practice Learning Opportunity and for attendance in University.
- 4.11. When a student plans to take part in field work as a part of their studies, the faculty will identify the level of risk associated with pregnancy and complete a risk assessment. There may be particular risks associated with field work, and the student should discuss this fully with the academic staff member and/ or Course Leader.
- 4.12. The Student's Union should conduct a separate risk assessment if the student is involved in sports, clubs, or societies. **It is the responsibility of the student to inform the Students Union of their pregnancy to ensure that support is put in place.**

Reviewing the Study Plan and Risk Assessment

- 4.13. Completing and reviewing the study plan and risk assessment is an iterative and collaborative process involving the course team, the student, and any other relevant staff member. The study plan and risk assessment should be completed within 10

University working days after the pregnancy or birth has been notified. Both documents should be reviewed regularly:

- At key stages of the pregnancy: 12 weeks pregnant, 24 weeks pregnant, 34 weeks pregnant (which is the recommended step off point), and if necessary, when the student returns to study.
- At key points of the academic year, such as prior to examinations, field trips, placements, or study abroad.
- If there has been a specific change in the student's programme of study requiring a new risk assessment.

Work Placements and Study Abroad

- 4.14. For students who become pregnant before or during a period of study abroad or work placement, there may be circumstances where the University is limited in the support it can realistically offer the student. Where this is judged to present a particular risk to the student or their unborn child, they may be strongly advised to take time out or transfer to a different programme of study.
- 4.15. If a student becomes pregnant before or during a period of study abroad, advice may be taken from the [Study Abroad](#) office.
- 4.16. If the student becomes pregnant before, or during a work placement it is the responsibility of the placement provider, in collaboration with the University, to ensure that appropriate measures including risk assessments are put in place.

There may be particular risks associated with the placement and the student should discuss this fully with the placement provider, **preferably before the placement begins**. The faculty should ensure that this is carried out and issue this policy to the placement provider for information.

- 4.17. During a work placement or period of study abroad, the risk assessment should be carried out in situ, and a copy sent to the Course Leader. The academic staff team must ensure that this risk assessment takes place.

Students Studying at a Partner Provider

- 4.18. Depending on the type of partnership, students studying at a partner provider may be covered by this policy, or the provider's own policy, and entitled to the same level of support outlined in this policy as those studying at Kingston University. This will be considered when due diligence is carried out on the partner provider by the Quality Assurance, Enhancement, and Education Team.

Risk assessments should be carried out by an appropriate staff member at the student's place(s) of study. A copy of the risk assessment must be provided to the University and logged with the course team if requested.

Returning to Studies and Maternity Leave

- 4.19. As a minimum, students must take two weeks' compulsory maternity-related absence, or four weeks if they are on placement in a factory. This is in line with employment law and is to ensure the health and safety of the mother following birth.

NHS student bursaries recommend a minimum of 12 weeks' maternity absence, but allows the student to return earlier if they have approval from their GP, Health Visitor, or Midwife.

- 4.20. If the academic staff member is concerned about a student's health in relation to their proposed return date or course requirements, the student should be asked for their GP's, Health Visitor, or Midwife's confirmation of their fitness to return to study.

Other University procedures which support the Pregnancy and Maternity policy can be found in [Annex C](#).

Recording Pregnancy and Maternity-Related Absences

- 4.21. Students who miss timetabled teaching as a result of pregnancy or maternity-related appointments/ absences, should notify [the KU Check-In team](#) who will record the absence appropriately, in line with the [University Attendance and Engagement Policy](#).

Student Pregnancy and Maternity Reporting Form

- 4.22. It is the responsibility of the Course Leader (or other designated staff member) to ensure the [Student Pregnancy and Maternity Reporting Form](#) is completed for each activity in relation to this policy (e.g. completing or reviewing the Study Plan or Risk Assessment etc.). The purpose of this form is to collate more comprehensive data on use of this policy, which can support future evaluation and revisions.

The form also serves as a way for academic staff to create a central record of their support for students who are pregnant or becoming a parent.

The form records the following information:

- Name and job titles of any staff members involved.
- Student's K number, faculty, and course name.
- Type of activity completed.
- Any additional notes/ comments about the process.

The data collated will be stored in line with the University's data protection and retention policies and will be used for reporting purposes only.

Associated Procedures

- 4.23. Any impact on examinations or assessments will be dealt with under the following procedures:

Modified Exam Arrangements – This procedure should be used for a pregnant student who knows in advance that modified arrangements will be needed during an exam, e.g. extra time allowed for comfort breaks. The student should make an application within the stated timescales and provide the required evidence.

Mitigating Circumstances – This procedure should be used when a student is unable to complete an assignment or sit an exam due to sudden and unforeseen circumstances. The student should make an application within the stated timescales and provide the required evidence.

If a student's parenting responsibilities prevent a student in engaging with their assessments, they should consult the University's Mitigating Circumstances procedure.

Babies on Campus

- 4.24. For health and safety reasons, as well as to avoid the disruption of classes or study, babies and children must not be brought into teaching or learning areas unless prior agreement has been sought from the relevant staff member.
- 4.25. Children brought onto campus are the responsibility of the adult who brings them and must have close and continuous supervision. Students should ensure they have suitable childcare arrangements in place at times when they are expected to be at University; Annex C outlines resources that can support a student to do this.

Breastfeeding

- 4.26. First Aid rooms with facilities for expressing and storing milk are available at Kingston Hill, Penrhyn Road, and Knights Park campuses. Digital access codes can be supplied by the [Safety Office](#) or via [Security](#).

Kingston University welcomes breastfeeding on campus, noting that babies and children and babies should not be brought into teaching and learning spaces unless prior agreement has been sought from the relevant staff member.

Adoption, Surrogacy, Fostering, and Kinship Care

- 4.27. The University treats all parents equally. Arrangements for adoption, surrogacy, and fostering leave are the same as those made for maternity and paternity leave, in that the primary adopter or foster parent takes maternity leave, and the partner takes paternity leave.

- 4.28. Students who become kinship carers for a child, may do so suddenly and sometimes informally (without local authority involvement). The student should speak to their course team regarding any implications these responsibilities will have on their studies, and how these can be mitigated. [Annex C](#) outlines external advice and support that kinship carers can access.
- 4.29. If responsibilities related to adoption, surrogacy, fostering, or kinship care prevent a student in engaging with their assessments, they should consult the University's Mitigating Circumstances procedure.

Absences for Students whose Partners Give Birth

- 4.30. Students whose partners are pregnant or in their maternity period, or who are partners of a primary adopter/ foster parent, are permitted to take 2 weeks (10 working days) leave either directly following the birth/ adoption/ foster date, or within 3 months of this. A student who wishes to take time away from their studies to support their partner through paternal leave provisions should speak to their personal tutor and agree a study plan for this period.

IVF Treatment

- 4.31. A student does not need to inform the University if they are having IVF treatment. Students undergoing IVF treatment are strongly advised to consult their medical advisor to discuss whether the University should be informed in order for a risk assessment to be undertaken to identify any factors of risk.
- If a student chooses to inform a University staff member, the study plan and risk assessment should be completed by the course team.

Annex A – Process and Responsibilities

1. **The Student** notifies a University Staff Member about their pregnancy.

If the staff member is not the student's Course Leader, they should advise the student that this information will need to be shared with **the Course Leader** so a risk assessment can be completed.

2. **The Student** should ensure that they're accessing appropriate support regarding their pregnancy from their GP or NHS Maternity Unit and that other University staff are informed as needed (see section 3).
3. Within **10 working days** of the student notifying the University, **the Course Leader** should arrange a meeting with the student and any other relevant academic staff members.

The aims of this initial meeting are:

- To complete the Study Plan;
- To complete the Risk Assessment (advice from Health and Safety can be sought if needed).
- To set touchpoints at key points in the pregnancy to review the Study Plan and Risk Assessment.

4. A copy of the Study Plan and Risk Assessment should be emailed to:

- The student.
- The CSA Team (with RASC notified if deadlines set are after the PAB meetings).
- Relevant staff members (e.g. module tutors, technicians etc.).

The Course Leader should complete the Pregnancy and Maternity reporting form.

5. The Student should keep their Course Leader updated with any changes that might impact their pregnancy.

If the student experiences **unexpected or unforeseen circumstances** in relation to their pregnancy that impact any assessments, they should apply for relevant mitigating circumstances following the procedure.

6. The Study Plan and Risk Assessment should be reviewed at key dates during the pregnancy and maternity. All activity should be recorded using the Student Pregnancy and Maternity Reporting Form.

When the student is taking a maternity-related absence, the **agreed academic staff member (usually the Course Leader)** should ensure that the student remains up to date with any changes or developments on their course.

It is **the responsibility of the student** to notify the Course Leader of their intention to return to studies in advance of their retuning. Appropriate support can only be put in place when the University is aware that the student is returning.

7. If the student has requested a Study Plan and **this has not been actioned** by their course team, this should be raised with the **Student Services Director** who will escalate it with the relevant **Head of Department and EDI Faculty Action Group Chair**.

Annex B – Study Plan Template

Student Pregnancy and Maternity Policy Study Plan/ Schedule of Assessment	
Student Details	
Student Name	
Student K Number	
Course	
Level of Study	Choose an item.
Details of Staff Completing the Study Plan	
Name/s	
Email/s	
Key Dates	
When is the student's due date?	
What date did the student notify the University of their pregnancy?	
How many weeks pregnant was the student when they notified the University of their pregnancy?	
Communication with the student	
Student's personal email address (please confirm this in the meeting).	
All communications should be sent to their University and personal emails.	
Consent to Share	
Please discuss with the student and note the relevant people who need to be informed about the student's pregnancy.	
Name	Role/ Job Title
Health and Safety Risk Assessment	
Please save a copy with this form. The Risk Assessment Form can be found here.	
Has a health and safety risk assessment been conducted that covers (where relevant):	
The student's course?	Choose an item.
Placements/ study abroad?	Choose an item.
Examinations or other assessments?	Choose an item.
Field Trips?	Choose an item.
Return from maternity-related absence?	Choose an item.
Breastfeeding/ pumping?	Choose an item.
When was the Course Leader notified so they can ensure actions/ changes are taken to alleviate or minimise risks?	
Pregnancy-Related Absence	

Please list the dates and times of all antenatal appointments if known. (If this is not known, it is the student's responsibility to send this information via email once they have it.)	
Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their studies?	
What arrangements have been made to help the student catch-up from any missed teaching?	
Maternity-Related Absence	
Please confirm the dates for when the student intends to start their maternity-related absence, and when they intend to return. These dates can be amended, and it is the responsibility of the student to communicate this with their course team.	
Will the dates of maternity-related absence affect the student's ability to complete any course module requirements? Please give details.	
If so, what arrangements can be considered to enable the student to complete course module requirements?	
What information will the student require during maternity-related absence to keep up-to-date on course developments?	
Who will be responsible for providing the information to the student?	
Assessments	
Is the student unable to complete any assessments due to their pregnancy or maternity? Please provide details.	
What alternative arrangements have been made for any outstanding or incomplete assessments?	
Please provide a revised schedule of assessment. If any assessment dates are set for after the PAB, the RASC and CSA teams should be notified to ensure the student's record is updated.	
Has the student been made aware of the Modified Exam Arrangements and Mitigating	

Circumstances procedures?	
Students should not be advised to apply for mitigating circumstances unless there are unforeseen circumstances.	
If revised deadlines are set after a PAB, the RASC and CSA team should be notified to ensure the student's record is updated accordingly.	
Students on Placement	
Has the placement provider been made aware of the pregnancy?	
Has the placement provider conducted a health and safety risk assessment?	
Has the placement provider been made aware of the University's Student Pregnancy, Maternity, and Becoming a Parent policy?	
Will the student be able to complete placement? If not, what alternative arrangements will be made?	
Who is responsible for liaising with a placement provider?	
International Students/ Students on Placement Abroad	
Have international students, or students who are on a placement abroad been informed about the need to check visa implications or extending their stay due to pregnancy and maternity?	
Breastfeeding	
Does the student intend to breastfeed? If so, please see the health and safety risk assessment.	Choose an item.
Further Support	
If the student is living in University halls of residence, have they contacted the Accommodation Team to notify them of their pregnancy?	Choose an item.
Has the student spoken to a Money Advisor to get advice on funding implications, benefits entitlements and housing in relation to their pregnancy?	Choose an item.
Has the student planned for childcare arrangements for their return to study? If not, Annex C has a list of resources that may support them to do this.	Choose an item.
Return to Study	
Is the student aware that they need to contact the University well in advance before the agreed date of their return to study?	Choose an item.

Who should the student contact to confirm their return to studies? (Please include their email address)	
What support will be put in place for the student on their return to study? (E.g. key meetings with staff).	
At this point in time, has the study plan and risk assessment been updated to consider the student's return to study?	Choose an item.
Further Information	
Any other information or comments?	
This plan and risk assessment is next due to be reviewed on: (Please include all dates for future reviews)	
Signatures	
Agreed by Course Leader	
Course Leader Name	
Signature	
Date	
Agreed by Student	
Name	
Signature	
Date	

Please save a copy of this form with the course and student administration (CSA) team.

Please also complete the **Pregnancy and Maternity Reporting Form**.

Annex C – Support and Information

Kingston University Support and Information:

- [Accommodation](#) – for students living in Kingston University Halls of Residence.
- [Careers and Employability](#) – for careers, employability, and advice on placements (where there is not a dedicated faculty placement team).
- [Counselling and Student Wellbeing](#) – University student counselling and wellbeing service.
- [Disability and Mental Health](#) – for students with disabilities, long-term health difficulties, specific learning differences, and mental health conditions.
- [Faith and Spirituality](#) – support for any student regardless of their faith or spiritual background.
- [Health and Safety Risk Assessment Form](#) – this should be used by staff completing risk assessments.
- [Information Centres](#) – for general advice and guidance on a wide range of issues.
- [International Student Office](#) – advice for international students and students who may be studying, or on placement, abroad.
- [Mitigating Circumstances Procedure](#) – guidance on applying for Mitigating Circumstances.
- [Money Advisors](#) – advice around Student Finance, benefits, housing, and financial implications of becoming a parent on funding.
- [Report and Support](#) – for students and staff to report bullying, harassment, discrimination, and any other unwanted behaviour.
- [Union of Kingston Students Advice Service](#) – for impartial advice, guidance and advocacy.

External Support and Information:

- [Adoption UK](#) – Support for adopters, adoptees, and people across the adoption community.
- [British Pregnancy Advisory Service \(BPAS\)](#) – for independent advice around pregnancy, and abortion.
- [Brook](#) – advice and support around sexual health and wellbeing for young people.

- [Citizen's Advice](#) – online and in-person advice on various topics such as money, housing, benefits etc.
- [Fairhill Medical Practice](#) – GP practice based in Kingston (Kingston University students can register with them).
- [The Fostering Network](#) – support for foster carers.
- [Home-Start](#) – local community networks supporting families with young children.
- [Kinship](#) – charity supporting kinship carers.
- [Little Village](#) – Baby bank initiative, supporting families with babies and children under 5.
- [NHS website](#) – advice and support around pregnancy and maternity.
- [SANDS](#) – Still birth and neonatal death charity.
- [Seen \(formally known as Crossway\)](#) – charity based in Twickenham supporting people facing unplanned pregnancy and baby-loss.
- [Tommy's](#) – helpline and support for people who have experienced pregnancy and baby loss.
- [Wolverton Centre](#) – NHS sexual health advice based at Kingston Hospital.

APPENDIX 1**Policy/Regulation Detail Information**

Policy/Regulation owner	Student Services Director
Policy/Regulation Department owner	Student Services
Committee(s) responsible for review and approval	RFC to Academic Council
Version number	2026-2027.1]
Periodic review frequency	Every six years
Last review date	2023-2024
Next review date	2029-2030