



## ATLAS Multi Academy Trust

### ADOPTION POLICY

Trust sub-committee: Resources Committee

Co-ordinator: ATLAS Executive Team

Last Reviewed: New policy

Next Review: Spring 2021

St Albans Girls' School : Beech Hyde Primary School and Nursery : Adeyfield School

Signed by:  
Margaret Chapman  
*Executive Head Teacher*

Signed by:  
Rachael Kenningham  
*Chair of ATLAS Board of Directors*

#### 1. ELIGIBILITY

Adoption Leave is available to employees who have worked continuously for your employer for 26 weeks ending with the week in which you are notified of being matched with a child for adoption.

#### 2. NOTICE OF INTENTION TO TAKE ADOPTION LEAVE

You are required to inform your employers of your intention to take adoption leave within 7 days of being notified by your adoption agency that you have been matched with a child for adoption, unless this is not reasonably practicable. You need to tell your employers:

- When the child is expected to be placed with you and
- When you want your adoption leave to start.

You can change your mind about the date on which you want your leave to start providing you tell your employer at least 28 days in advance (unless this is not reasonably practicable).

Matching Certificate: Employees must give their employer documentary evidence – from their adoption agency as evidence of their entitlement to SAP. Employers can also ask for this as evidence of entitlement for adoption leave. Employees should ask their adoption agency for this documentary evidence, which may be provided in the form of a matching certificate which includes basic information on matching and expected placement dates.

#### 3. AMOUNT OF ADOPTION LEAVE

You are entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave - a total of up to 52 weeks' leave.

You can choose to start your leave:

- from the date of the child's placement (whether this is earlier or later than expected), or

	<ul style="list-style-type: none"> <li>from a fixed date which can be up to 14 days before the expected date of placement. Leave can start on any day of the week.</li> </ul> <p>Only one period of leave is available irrespective of whether more than one child is placed for adoption as part of the same arrangement.</p> <p>If the child's placement ends during the adoption leave period, the adopter can continue adoption leave for up to eight weeks after the end of the placement.</p>
<b>4.</b>	<b>STATUTORY ADOPTION PAY</b>
	Statutory Adoption Pay is paid for up to 39 weeks. The rate of Statutory Adoption Pay is the same as the standard rate of Statutory Maternity Pay or 90% of average weekly earnings whichever the lower is.
<b>5.</b>	<b>OCCUPATIONAL ADOPTION PAY</b>
	<p>In addition to the provisions under the statutory adoption scheme, employees with one year or more continuous service will be eligible to receive occupational adoption pay as follows:</p> <ol style="list-style-type: none"> <li>The first 6 weeks of absence you will be entitled to Occupational Adoption pay of 90% of a week's salary.</li> <li><b>If you have declared your intention to return to work and meet the above criteria,</b> you will be paid 12 weeks at 50% of a week's salary (half pay) plus SAP at the lower rate. The 12 week's half pay will be paid as a lump sum at the end of the 3 months return to work period.</li> <li>21 weeks at the current weekly SAP allowance or 90% of a week's salary (whichever is the lowest).</li> <li>The payment of 50% of a week's salary (half pay) made during adoption leave in (2) above is made on the understanding that you will return for at least 13 weeks employment with ATLAS.</li> </ol>
<b>6.</b>	<b>SAP ENTITLEMENT</b>
	Employees who have been continuously employed for at least 26 weeks ending with the week in which he or she is notified of having been matched with the child. The employee is entitled to 39 weeks' statutory adoption pay. The first six weeks is payable at 90% of the employee's average weekly earnings and the next 33 weeks of payment at the statutory rate (or 90% of his or her average weekly earnings) if this figure is less than the statutory rate.
<b>7.</b>	<b>KEEPING IN TOUCH DAYS</b>
	You may undertake 10 'Keeping in Touch Days' during your Adoption leave. This allows you to work under your contract of employment for up to 10 days and receive payment as agreed with your Head Teacher or Principal.
<b>8.</b>	<b>RETURN TO WORK AFTER ADOPTION LEAVE</b>
	<p>If you intend to return to work at the end of your full adoption leave entitlement you do not have to give any further notification to your employers.</p> <p>Should you wish to return to work before the end of your adoption leave period, you must give your employer's 28 days' notice of the date you intend to return.</p>

**Appendix 1: Notification of intention to take Adoption Leave**

*On completion please hand this form to your Head Teacher or Principal.*

**Personal Details**

Name.....

Home Address.....

.....Post Code .....

Home Telephone Number.....

School.....

Post Held .....

**Leave**

The child's placement is due to take place on .....

A matching certificate issued by an adoption agency confirming that I have been matched for adoption is enclosed with this form

I would like to start my adoption leave on .....

**Pay**

If eligible, the Occupational Adoption Pay equivalent to 12 weeks half pay for non-teaching staff and 7 weeks for teaching staff is conditional upon returning to work for 3 months following adoption leave to ATLAS , or a new employer following a TUPE in the same post (but excluding new employment with an Academy or Free School).

If you want to return early from your Adoption Leave you must give your Head Teacher/Principal at least 21 days' notice.

I confirm that the child whom I am adopting has been newly matched by an approved adoption agency and I am the only individual taking adoption leave in respect of the adoption of this child

Signed ..... Date .....

## Appendix 2: Notification of intention to take Paternity Leave (Adoption)

On completion please hand this form to your Head Teacher/Principal no later than 15 weeks before the EWC, unless this is not practicable.

<b>Part 1</b>
<b>Personal details</b>
Preferred title..... Full name..... Home Address..... .....Post Code ..... Home Telephone Number..... National Insurance Number..... School..... Post Held.....
<b>Your dates for pay and leave</b>
The adoption placement is due to commence on ..... Date you would like adoption pay and leave to commence ..... I would like to be away from work for <input type="checkbox"/> one week <input type="checkbox"/> two weeks
<input type="checkbox"/> You must be able to tick all boxes to get adoption leave and pay. <input type="checkbox"/> I have responsibility for the child's upbringing <input type="checkbox"/> I will take off work to support the mother or care for the child The information provided in this application is true and accurate <u>and</u> I enclose herewith a copy of the matching certificate issued by an adoption agency confirming that I have been matched for adoption. <input type="checkbox"/> <i>Teachers only</i> I have been continuously employed with ATLAS Multi Academy Trust for 26 weeks or more.
Signed ..... Date ..... Signed ..... Date ..... <i>Head Teacher / Principal</i>

<b>PART 2</b>												
<b>Adopter's Declaration</b>												
<b>To be completed by the person who is taking Adoption Leave/Pay:</b>												
Your first name				Your surname				National Insurance Number				
Your address												
My adoption leave started on:				I have given notice to my employer that I will return to work on:								
During my period of adoption leave I was entitled to Statutory adoption pay (please tick to confirm)											<input type="checkbox"/>	
<i>(please tick all boxes)</i>												
I confirm that the person named in Part 1:												
Is the biological father of the child or my spouse, civil partner or partner											<input type="checkbox"/>	
Has, or expects to have, the main responsibility (apart from my responsibility) for the upbringing of the child											<input type="checkbox"/>	
Is, to my knowledge, the only person exercising the entitlement to additional paternity leave, and is the sole applicant for additional statutory paternity pay (if applicable), in respect of my child											<input type="checkbox"/>	
I consent to ATLAS processing such of my information as is contained in this form.												
<b>Signature</b>								<b>Date</b>				



## ATLAS Multi Academy Trust

### Equality Impact Analysis

When reviewing all Trust policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

<b>Title of Policy:</b>	ADOPTION POLICY
<b>Date:</b>	22 March 2019
<b>EIA carried out by:</b>	Liz Kilborn
<b>EIA reviewed by:</b>	ATLAS Resources Committee

<b>1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented</b>	
<ul style="list-style-type: none"> <li>• <b>Policy contains information about:</b></li> <li>Overall aims and objectives?</li> <li>What is the proposed change?</li> <li>Who is intended to benefit from the proposal and in what way?</li> <li>Outcomes of the policy?</li> <li>How will it be put into practice and who is responsible for this?</li> </ul>	<p>New policy to ensure whole school approach in line with current legislation.</p>

<b>2. Assessment of Impact?</b> <i>To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed</i>		
Characteristic	Group	Effect/Impact
• Age		No impact
• Disability		
• Gender reassignment		
• Marriage/civil partnership		
• Pregnancy/Maternity		
• Race		
• Religion or Belief		
• Sex		
• Sexual orientation		

<b>3. Consultation</b>	
<ul style="list-style-type: none"> <li>• <b>New policy contains information about:</b></li> <li>Policy audience, expected actions and outcomes</li> </ul>	

Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate	
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<b>4. Decision</b>	
<ul style="list-style-type: none"> <li>Should the new proposal/policy be agreed and any impacts identified following consultations?</li> <li>What reasonable adjustments are required?</li> </ul>	No issues for adjustments required

<b>5. Action Planning</b>	
<ul style="list-style-type: none"> <li>Any actions identified to address inequality for different groups?</li> <li>Any actions identified to promote equality and diversity?</li> <li>Where are these actions recorded and who is responsible for them?</li> </ul>	None

<b>6. Monitoring and Review</b>	
<ul style="list-style-type: none"> <li>When will the impact assessment be reviewed?</li> <li>Who is responsible?</li> </ul>	Spring 2021  Mrs M Chapman

<b>7. Publication of the results of the impact assessment</b>	
<ul style="list-style-type: none"> <li>Results of EIA are published – where and when?</li> <li>The results are kept as a public record of the EIA – where and when?</li> </ul>	With the policy