Diocese of Norwich Education and Academies Trust

Adoption Policy

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Person Responsible:	**HR Director**

Our Christian Ethos and Values

All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation it sets out the responsibilities of the Trust, its Executive Officers, the Local Governance Committee and the Principal / Headteacher. The Principal / Headteacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

Contents

1. Introduction 4

2. Entitlement to adoption leave 4

3. Notification requirements (UK adoptions) 4

4. Overseas adoptions 5

5. Time off for an adoption appointment 5

6. Starting adoption leave 6

7. Adoption pay 6

8. If you are adopting a child with another person 7

9. Annual leave entitlement during adoption leave (not applicable to teachers or support staff who take their holidays during school closure periods) 8

10. Annual leave entitlement during adoption leave (applicable to teachers and support staff who take their holidays during school closure periods) 8

11. Public and extra statutory holiday entitlement during adoption leave (not applicable to teachers) 9

12. Pensions 9

13. Disrupted adoption 10

14. Keeping in touch 10

15. Returning to work 11

16. Right to return to work 11

17. Choosing not to return to work 12

APPENDIX 1 – SUPPORT STAFF ADOPTION BENEFITS FLOWCHARTS 13

APPENDIX 2 – TEACHERS' ADOPTION BENEFITS FLOWCHARTS 14

APPENDIX 3 – PENSION CONTRIBUTIONS DURING STATUTORY ADOPTION LEAVE (SAL) AND ADDITIONAL ADOPTION LEAVE (AAL) 15

APPENDIX 4 – RECORD OF KEEPING IN TOUCH (KIT) DAYS FORM 16

APPENDIX 6 – CONFIRMATION OF ADOPTION LEAVE LETTER 17

APPENDIX 7 – APPLICATION FOR ADOPTION PAY 19

1. Introduction

1.1 This policy sets out the arrangements for adoption leave and pay for employees who are adopting a child through a UK adoption agency. If you are adopting through an overseas adoption agency, see section 4 below.

1.2 If you have a child placed with you under a local authority "fostering for adoption" or "concurrent planning" arrangement, or you are entering into a surrogacy arrangement under which you will be applying for a parental order, you may also be entitled to adoption leave and pay. Please speak to HR for further information.

1.3 In some cases, you and your spouse or partner may be eligible to opt into the shared parental leave (SHPL) scheme which gives you more flexibility to share the leave and pay available in the first year after the child is placed with you. However, one of you must take at least two weeks' adoption leave first. Details of SHPL are set out in the Shared Parental Leave Policy.

1.4 This policy only applies to employees. It does not apply to agency workers or self employed contractors. It does not form part of any employee's contract of employment, and we may amend it at any time.

1.5 The Trust has overall responsibility for ensuring compliance with the relevant statutory framework and ensuring the maintenance and review of this policy.

2. Entitlement to adoption leave

2.1 You are entitled to adoption leave if you meet all the following conditions:

a) you are adopting a child through a UK or overseas approved adoption agency.
b) the adoption agency has given you written notice that it has matched you with a child for adoption and tells you the date the child is expected to be placed into your care with a view to adoption (**Expected Placement Date - EPL**).
c) you have notified the agency that you agree to the child being placed with you on the **Expected Placement Date (EPD).**
d) your spouse or partner will not be taking adoption leave with their employer (although they may be entitled to take paternity leave or shared parental leave).

2.2 The maximum adoption leave entitlement is 52 weeks, consisting of 26 weeks' Statutory Adoption Leave (SAL) and 26 weeks' Additional Adoption Leave (AAL).

2.3 To claim Statutory Adoption Pay (SAP), you must give us at least 28 days' notice of the date that you want adoption pay to start (where reasonably practicable). You must also meet the eligibility conditions for pay, including the continuous service requirement and minimum earnings threshold.

3. Notification requirements (UK adoptions)

3.1 You must tell us that you are adopting a child and that you intend to take adoption leave. This notification must be given within 7 days of being notified by the adoption agency that you have been matched with a child, or as soon as reasonably practicable if this is not possible.

3.2 At the same time as the above notification, you must inform us of:

a) the expected date of the child's placement
b) the date they you intend to start adoption leave **(Intended Start Date)**

3.3 We will then write to you within 28 days to acknowledge the commencement of your adoption leave and inform you of your Expected Return Date assuming you take your full entitlement to adoption leave.

3.4 Once you receive the matching certificate issued by the adoption agency (for UK adoptions), you must provide us with a copy.

4. Overseas adoptions

If you are adopting a child from overseas, the following will apply, in addition to the rest of this policy:

4.1. You must have received notification that the adoption has been approved by the relevant UK authority (**Official Notification**).

4.2. You must give us notice in writing of:

a) your intention to take adoption leave;
b) the date you received the Official Notification; and
c) the date the child is expected to arrive in Great Britain.

4.3 This notice should be given as early as possible but in any case, within 28 days of receiving Official Notification (or, if you have less than 26 weeks' employment with us at the date of Official Notification, within 30 weeks of starting employment).

4.4 You must also give us at least 28 days' notice in writing of your Intended Start Date of adoption leave. This can be the date the child arrives in Great Britain or a predetermined date no more than 28 days after the child's arrival in Great Britain.

4.5 You must also notify us of the date the child arrives in Great Britain within 28 days of that date.

4.6 We may also ask for a copy of the Official Notification and evidence of the date the child arrived in Great Britain.

5. Time off for an adoption appointment

5.1. An adoption appointment is an appointment arranged by an adoption agency (or at the agency's request) for you to have contact with a child who is to be placed with you for adoption, or for any other purpose related to the adoption.

5.2 You may take time off to attend an adoption appointment once the agency has notified you that a child is to be placed with you for adoption but before the child is placed with you. Please give us as much notice of the appointment as possible. You must request the leave of absence through the discretionary leave of absence policy.

5.3 We may sometimes ask you to try and rearrange an appointment where it is reasonable to do so. In exceptional circumstances we reserve the right to refuse a request for a particular appointment, but we will not do so without good reason.

5.4 Any time off under this policy must be taken before the adopted child/children are placed with you.

6. Starting adoption leave

6.1. Statutory Adoption Leave may start on a predetermined date no more than 14 days before the Expected Placement Date, or on the date of placement itself, but no later.

6.2. If you want to change your Intended Start Date, please tell us in writing. You should give us as much notice as you can, but wherever possible you must tell us at least 28 days before the original Intended Start Date (or the new start date if you are bringing the date forward). We will then write to you within 28 days to tell you your new Expected Return Date.

6.3. A minimum of two weeks adoption leave must be taken immediately following the placement of the child as compulsory adoption leave.

6.4. Shortly before your adoption leave starts, we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave.

7. Adoption pay

7.1. Statutory Adoption Pay (SAP) is payable for up to 39 weeks. It stops being payable if you return to work sooner or if the placement is disrupted. You are entitled to SAP if:

a) you have been continuously employed for at least 26 weeks ending with the week in which the adoption agency notified you that you had been matched with the child (the Qualifying Week) and are still employed by us during that week;
b) your average weekly earnings during the eight weeks ending with the Qualifying Week (Relevant Period) are not less than the lower earnings limit set by the government; and
c) you have given us the relevant notifications.

7.2 SAP is calculated as follows:

a) First six weeks: SAP is paid at the Earnings-related Rate of 90% of your average earnings over the Relevant Period.
b) The remaining 33 weeks: SAP is paid at the Prescribed Rate which is set by the government for the relevant tax year, or the Earnings-related Rate if this is lower.

7.3 SAP accrues with each complete week of absence and payments are made on the next normal payroll date. Income tax, National Insurance and pension contributions are deducted as appropriate.

7.4 If you leave your employment with us for any reason you are still eligible for SAP if you have already been notified by an adoption agency that you have been matched with a child. In such cases, SAP starts:

a) 14 days before the Expected Placement Date; or
b) the day after your employment ends, whichever is the later.

7.5 If, at the end of the Qualifying Week, you have been continuously employed for at least 12 months then your pay will be as follows:

For support staff: 6 weeks' pay at 90% of average earnings, followed by 12 weeks half pay and Prescribed Rate (or Earnings-related Rate if this is lower) followed by 21 weeks (at Prescribed Rate (or Earnings-related Rate if this is lower). The remaining period of AAL is unpaid.

For Teachers: 4 weeks full pay (average earnings), 2 weeks' pay at 90% of average earnings, followed by 12 weeks half pay and Prescribed Rate (or Earnings-related Rate if this is lower) followed by 21 weeks (at Prescribed Rate (or Earnings-related Rate if this is lower). The remaining period of AAL is unpaid.

7.6 Support Staff are required to return to work for a minimum of 3 months to secure payment of additional adoption pay at clause 10.5. If they do not, then the additional adoption pay must be repaid (SAP is not refundable). They may choose to have the half pay paid as it falls due, as a lump sum on return to work or as a lump sum after they have returned to work for three months.

7.7 Teachers are required to return to work for a minimum period of 13 weeks (or pro rata equivalent) to secure payment of additional adoption pay. If they do not, then the additional adoption pay must be repaid.

7.8 You may choose to have the AAP paid as it falls, as a lump sum on return to work or as a lump sum after you have returned to work for 3 months or 13 weeks.

7.9 Where we agree, following a flexible working request, a full-time employee may return to work on a part-time basis for a period, which equates to 13 weeks full time service. The 13 weeks period (or part-time equivalent) starts from the date the teacher returns to work or the date during the school holiday on which the teacher is declared medically fit to be available for work

8. If you are adopting a child with another person

8.1 Where you and your partner are adopting a child, you must decide between you who will be treated as the primary adopter and who will be treated as the secondary adopter for the purposes of time off. You must tell us your decision the first time you request time off for an adoption appointment. This will affect how much time you can take off and whether it is paid.

8.2 You would usually choose to be the primary adopter if you intend to take adoption leave when the child is placed with you. You would not be able to take paternity leave if you have elected to be the primary adopter.

8.3 You would usually choose to be the secondary adopter if you intend to take paternity leave when the child is placed with you, although you may be able to take adoption leave if your partner is not taking it.

8.4 If you are adopting a child alone, you are treated as the primary adopter.

8.5 If the agency is placing more than one child with you as part of the same arrangement, this is treated as one adoption and will not increase the number of appointments you can take time off to attend. Any time off under this policy must be taken before the first child is placed with you.

9. Annual leave entitlement during adoption leave (not applicable to teachers or support staff who take their holidays during school closure periods)

9.1 Adoption leave does not affect annual leave entitlement, i.e. when taking adoption leave the employee will still be entitled to her full annual leave allowance within the year(s) in which the adoption leave falls.

9.2 If an employee's adoption leave spans two annual leave years, she will be able to carry forward her contractual entitlement into the new leave year. However, the line manager should be proactive about managing the amount of leave that the employee will have and discuss the options available as early as possible. These options could be to:

- take annual leave before the start of the adoption leave;
- start the adoption leave earlier than anticipated and fit in the annual leave before returning to work;
- return before the end of the adoption leave so that the remaining leave can be taken before the end of the annual leave year;
- take annual leave at the end of adoption leave, fitting it in before returning to work. Any leave carried over must be taken by 31st August of the subsequent leave year.

9.3 During adoption leave annual leave will accrue in the same way as it did before the absence began. If the employee returns to work on a reduced hours basis, on the date of return to work the annual leave will begin to be calculated at the new pro-rata rate.

9.4 If the employee decides not to return to work, annual leave will accrue up to the final date of service.

9.5 If during the adoption leave period the employee subsequently decides not to return to work and too much annual leave has been taken then there will be a requirement to pay back some of the annual leave taken in advance.

10. Annual leave entitlement during adoption leave (applicable to teachers and support staff who take their holidays during school closure periods)

10.1

a) The leave year for teachers, for the purpose of establishing annual leave entitlement, whilst on adoption leave is 1 September to 31 August.
b) The leave year for support staff on NJC terms and conditions, for the purpose of establishing annual leave entitlement, whilst on adoption leave is 1 April to 31 March.

10.2 The statutory leave entitlement is 28 days (5.6 weeks), pro rata for those working part time. This is not an additional entitlement to annual leave on top of the current school closure arrangements.

10.3 Employees on adoption leave are entitled to the statutory annual leave under the Working Time Regulations. Employees who take adoption leave must be able to take the statutory annual leave at a time outside of her adoption leave. Annual leave entitlement can be offset by any period of school closure that has taken place in the leave year in question i.e. both before and after the adoption leave period.

10.4 On return from adoption leave, employees must be allowed to take any outstanding leave during term time during that leave year if there are insufficient school closures to accommodate leave in that leave year. Where the return from adoption leave is so close to the end of the leave year that there is not enough time to take the entire annual leave entitlement, employees must be allowed to carry over any balance of leave to the following leave year. Employees can be required to take this during the remaining periods of school closure after the statutory annual leave for that leave year has been accommodated.

10.5 It will not be possible for employees to obtain payment in lieu of untaken annual leave instead of taking leave during the leave year. However, payment in lieu may be necessary, if the employee does not return to her job following adoption leave. Payment will be made in accordance with the Working Time Regulations and is not pensionable.

11. Public and extra statutory holiday entitlement during adoption leave (not applicable to teachers)

11.1 Full time employees - During both periods of SML and OML, an employee is entitled to accrue public holiday entitlement as those public holidays and extra statutory days fall, with a substitute day of paid leave being provided at another time.

11.2 Part time employees - During both periods of SML and OML an employee is entitled to accrue pro-rata public holiday and extra statutory day entitlement, as those days fall, and will be given substitute paid leave at another time, e.g. where an employee works three days per week, they will receive an entitlement to 3/5ths of the total number of public holiday and extra statutory days that fall during their whole adoption leave period.

11.3 Term time employees - Term time only employees should be given a substitute day of paid leave during term time, where a public holiday/extra statutory day falls during their SML and OML period. This should be managed locally, in the same way as the additional day of annual leave after ten years' continuous service.

11.4 Substitute leave may be taken immediately following the end of the period of adoption leave, which should allow for any adoption cover arrangements to be managed most effectively. Alternatively, any substitute leave may be added to the annual leave entitlement to be taken upon the return to work. In all cases, this should be recorded.

12. Pensions

12.1 **Teachers:**

- During the period of paid adoption leave, pension contributions will be paid and deducted from the teacher's pay in the usual manner.
- Any unpaid period will not be pensionable/reckonable.
- Contact Teachers' Pensions on 0345 6066166 or online at www.teacherspensions.co.uk

12.2 **Support Staff:**

- During any period of paid or unpaid statutory adoption leave, employees who are members of the Local Government Pension Scheme (LGPS) will pay basic pension contributions on the pay actually received but the Trust will pay pension contributions on the pay the employee would have received had she been at work (Assumed Pensionable Pay (APP)). The service will count as normal for pension purposes, i.e. as if the employee had been at work.
- During any period of unpaid SML, pension will not accrue, unless the employee elects to pay Additional Pension Contributions (APC) by buying the 'lost' pension.
- If an employee elects to buy the 'lost' pension by paying an APC within 30 days of returning to work, the employer must pay 2/3rds of the total cost with the remaining 1/3rd being paid by the employee. If the election is not made within the 30-day period then the employee will pay the full cost, unless the employer chooses to contribute towards the cost.
- Where an employee works on a Keeping in Touch Day, both the employee and the employer will pay contributions based on the pay the employee receives for that day and it will count in full for pension purposes

13. Disrupted adoption

13.1 Adoption leave is disrupted if it has started but:

a) you are notified that the placement will not take place;

b) the child is returned to the adoption agency after placement; or

c) the child dies after placement.

13.2 In case of disruption your entitlement to adoption leaves and pay (if applicable) will continue for a further eight weeks from the end of the week in which disruption occurred, unless your entitlement to leave or pay would have ended earlier in the normal course of events.

14. Keeping in touch

14.1 An employee can do 10 days' work during her adoption leave without bringing their adoption leave to an end. Working for part of a day will count as one day.

14.2 Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace.

14.3 A line manager cannot insist that an employee carries out any work and equally an employee cannot insist on being given any work to do.

14.4 An employee's adoption leave will not be extended, due to the fact that they have carried out some work during this period.

14.5 An employee will not lose any SAP for working up to 10 days.

14.6 An employee will be paid their normal rate of pay for any work done under the contract of employment and this will be offset against any SAP due for each day.

14.7 An employee will lose their SAP for any week in which they do any further work.

14.8 An employee cannot carry out any work during the first two weeks following the adoption of the child.

15. Returning to work

15.1 Once you have notified us of your Intended Start Date, we shall send you a letter within 28 days to inform you of your Expected Return Date. We will expect you back at work on your Expected Return Date unless you tell us otherwise. It will help us if, during your adoption leave, you are able to confirm that you will be returning to work as expected.

15.2 If you wish to return to work earlier than the Expected Return Date, you must give us at least 28 day's notice in writing. If you do not give enough notice, we may postpone your return date until 28 days after you gave notice, or to the Expected Return Date if sooner.

15.3 If you wish to return later than the Expected Return Date, you should either:

a) request unpaid parental leave [in accordance with our Discretionary Leave of Absence Policy, giving us as much notice as possible but not less than 21 days; or
b) request paid annual leave in accordance with your contract, which will be at our discretion.

15.4 If you are unable to return to work due to sickness or injury, this will be treated as sickness absence and our Management of Sickness Absence Policy will apply.

15.5 In any other case, late return will be treated as unauthorised absence.

15.6 You are normally entitled to return to work in the same position as you held before commencing leave. Your terms of employment shall be the same as they would have been if you had not been absent. However, if you have taken any period of AAL or more than four weeks' parental leave, and it is not reasonably practicable for us to allow you to return to the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

16. Right to return to work

16.1 Employees have the right to return to work, following adoption leave, subject to specific requirements.

16.2 'Return to work' means to the job to which the employee was employed under their original contract of employment, and on terms and conditions not less favourable than those which would have been applicable to them if they had not been absent. 'Job' for this purpose,

means the nature of the work that they are employed to do and the capacity and place in which they are so employed.

16.3 If the employee's post is affected by a redundancy situation occurring during their leave, the academy/Trust shall write to inform them of any proposals and shall invite them to a meeting before any final decision is reached as to redundancies.

16.4 If the employee's role is affected by a redundancy situation and the employee has notified the academy/Trust of their expected adoption, is on adoption leave, or has returned to work from adoption leave and is within an additional protected period, the employee shall be given first refusal on any suitable alternative vacancies that are appropriate to their skills.

16.5 When determining if a vacancy is a suitable alternative, the academy/Trust will consider whether the duties in that post are suitable for the employee and appropriate to the circumstances. Also, the capacity and place in which they are to be employed, and their terms and conditions of employment should not be substantially less favourable to them than if they had been able to return to the job in which they were originally employed.

17. Choosing not to return to work

17.1 The employee must give their required contractual notice of resignation if they do not intend to return to work after adoption leave.

17.2 The employee will have received a lower rate of adoption pay or will have to pay back any half pay received, as part of additional adoption pay (AAP).

17.3 The last day of adoption leave will be the last day of service, unless the employee has given written notice that they wish to resign on an earlier date.

17.4 The line manager will need to ensure that the employment is ended on EduPay accurately, reflecting their last day of employment.

APPENDIX 1 – SUPPORT STAFF ADOPTION BENEFITS FLOWCHARTS

Employee with less than 26 weeks' continuous service at 15th week before the EPD

26 weeks SAL and 26 weeks AAL

1 week's pay

No entitlement to Statutory Adoption Pay. Adoption Allowance may be payable

Employee with at least 26 weeks' continuous service at the 15th week before the EPD but less than 1 year's continuous service at the beginning of the 11th week before the EPD

26 weeks SAL and 26 Weeks AAL

1 week's full pay (inclusive of SAP)

5 weeks' SAP at 90% of average weekly pay (inclusive of SAP)

33 weeks at SAP or 90% of average weekly pay whichever is the lower

13 weeks unpaid

Employee with at least 1 year's continuous service at the beginning of the 11th week before the EPD

26 weeks SAL and 26 Weeks AAL

6 weeks at 90% of a week's salary (inclusive of SAP)

12 weeks at half pay + SAP or 90% of average weekly pay whichever is the lower (providing the half pay + SAP does not exceed full pay)

21 weeks at SAP

13 weeks unpaid

If you do not return to employment for at least 3 months, the half pay must be repaid.

SAL = Statutory Adoption Leave
AAL = Additional Adoption Leave
SAP = Statutory Adoption Pay*
EPD = Expected Placement Date

*SAP is only payable if the employee earns enough to pay N.I. contributions. Current rates are available from the GOV website.

APPENDIX 2 – TEACHERS' ADOPTION BENEFITS FLOWCHARTS

Teacher with less than 26 weeks continuous service at the end of the 15th week before the EPD and less than 1 years continuous service as a teacher with one or more LAs at the beginning of the 11th week before the EPD

26 weeks SAL and 26 weeks AAL

No entitlement to contractual or statutory adoption pay.

Adoption allowance may be payable

Teachers with at least 26 weeks continuous service at the end of the 15th week before the EPD but less than 1 year's continuous service as a teacher with one or more LAs at the beginning of the 11th week before the EPD

26 weeks SAL and 26 weeks AAL

6 weeks at SAP equal to

90% of a week's salary

33 weeks at SAP or 9/10 of average weekly pay whichever is the lower

13 weeks unpaid

Teacher with less than 26 weeks continuous service at the end of the 15th week before the EPD, but at least 1 years continuous service as a teacher with one or more LAs at the beginning of the 11th week before the EPD

26 weeks SAL and 26 weeks AAL

4 weeks full pay, inclusive of adoption allowance if eligible

Next 2 weeks 90% of a weeks salary, inclusive of adoption allowance if eligible

Next 12 weeks, half pay + adoption allowance if eligible (providing the half pay + AA does not exceed full pay)

Next 21 weeks on AA if eligible

Up to 13 weeks unpaid

If you do not return to employment for at least 13 weeks, the half pay must be repaid.

Teachers with at least 26 weeks continuous service at the end of the 15th week before the EPD and at least 1 year's continuous service as teacher with one or more LAs at the beginning of the 11th week before the EWC

26 weeks SAL and 26 weeks AAL

4 weeks full pay, inclusive of SAP

Next 2 weeks 90% of a weeks salary, inclusive of SAP

Next 12 weeks, half pay + SAP or 9/10 of average weekly pay whichever is the lower (providing the half pay + SAP does not exceed full pay)

Next 21 weeks at SAP 13 weeks unpaid

If you do not return to employment for at least 13 weeks, the half pay must be repaid.

SAL = Statutory Adoption Leave
AAL = Additional Adoption Leave
SAP = Statutory Adoption Pay*
EPD = Expected placement date
*SAP is only payable if the employee earns enough to pay N.I. contributions. Current rates are available from the GOV website.

APPENDIX 3 – PENSION CONTRIBUTIONS DURING STATUTORY ADOPTION LEAVE (SAL) AND ADDITIONAL ADOPTION LEAVE (AAL)

Type of Leave		Member pays basic pension contributions on	Employer pays contributions on	How pension counts under the LGPS
SAL (wks 1-26)		Actual SAP and/or SAP, if any, received	Notional full pay (Assumed Pensionable Pay)	Counts in full as if the employee had been at work
Paid AL **(wks 27 – 39)**		Actual pay received	Notional full pay (Assumed Pensionable Pay)	Counts in full as if the employee had been at work
Unpaid AAL (wks 40 – 52)	Employee opts to pay Additional Pension Contributions (APC) to cover unpaid period	Employee requests details of lost pensionable pay from Employer and uses the calculator on www.lgpsmember.org . to calculate the APC	If employee confirms option to pay APC within 30 days of returning to work, employer pays two-thirds of the APC cost. If the option is made more than 30 days after returning to work, the employee pays the whole APC and the employer pays nothing	Record is credited with the amount of lost pension bought by the APC
	Employee does not opt to pay contributions for unpaid AAL period	Not applicable – no contributions are due	Not applicable – no contributions are due	Does not count

Note: If an employee is paying additional regular contributions (ARCs) and/or additional pension contributions (APC) to purchase extra annual pension, or is paying additional survivor benefit contributions (ASBCs) to uprate some or all of their pre 6 April 1988 membership so that it counts in calculating a surviving nominated co-habiting partner's pension, or is paying additional pension contributions to purchase added years of membership, those additional employee contributions continue to be paid throughout the whole period of any adoption, paternity or adoption leave (unless the employee opts to stop paying those contributions). AVCs continue to be paid on any pay received (unless the employee opts to stop paying those contributions). Any AVCs that are being paid in respect of additional life cover must be maintained during the whole period of leave or the policy will lapse and the life cover lost.

APPENDIX 4 – RECORD OF KEEPING IN TOUCH (KIT) DAYS FORM

The form should be completed by the employee on adoption leave and forwarded to the line manager for authorisation. The form should then be sent to the DoNESC HR team for processing.

Employee Name		**Job Title**	
Academy			

KIT Days

Please detail each KIT day taken. A single KIT day is any day where work-related activity is undertaken for a period up to the employee's normal hours of work. Payment will be made for the number of hours worked. A maximum of 10 KIT days can be taken during the adoption leave period.

	Date of KIT day	**Status of Adoption Pay**	**Hours Worked**	**TOIL Taken**	**Paid**
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	TOTAL				

I confirm that:

- The above KIT days have been mutually agreed by the line manager and employee;
- The KIT days do not occur within the 2 weeks following the adoption placement date; and
- The total number of KIT days taken by this employee does not exceed 10 days.

Employee Signature		**Date**	
Line Manager Signature		**Date**	

APPENDIX 6 – CONFIRMATION OF ADOPTION LEAVE LETTER

[insert date]

Strictly Private and Confidential

[Name]
[Address]

Dear [insert name]

RE: Confirmation of Adoption Leave

Thank you for advising us of your adoption placement in your letter dated [insert date]. This letter is to confirm details of your forthcoming adoption leave.

You have confirmed that you wish your adoption leave to commence on [insert date].

As we discussed, you are entitled to 52 weeks' statutory adoption leave. Which consists of 26 Statutory Adoption Leave and 26 weeks Additional Adoption Leave.

By law, you must take 2 weeks' off after your child is placed with you.

Commencing Adoption Leave

Your adoption form indicates that your expected placement date is [insert date].

You have indicated that you would like [insert date] to be your last working day. Therefore, your adoption leave will commence on [insert date]

If you take your full entitlement, your return to work date will be [insert date].

Changing your adoption leave start and return dates

If you wish to change your adoption leave start date, you must give us at least 28 days' notice.

If you want to change the date you return from adoption leave, you must give us at least 8 weeks' notice.

Adoption Pay

Please find enclosed to this letter your EduPay adoption pay schedule.

Adoption appointments

You have the right to a reasonable amount of paid time off for adoption appointments.
You must provide an appointment card or other evidence of your appointments if we ask for it.

Holiday entitlement – only for full time staff – remove if not applicable

You will still build up your usual holiday entitlement while you're on adoption leave.

You cannot use holiday entitlement while you're on adoption leave. But you can arrange to use your holiday before or after adoption leave.

You should speak to [name of job role of relevant person in your organisation] as early as

possible about how to use your holiday entitlement, including any build up while on adoption leave.

Keeping In Touch (KIT) Days

You can work for up to 10 days during your adoption leave to help you stay in touch with [insert name of organisation]. These are called 'keeping in touch (KIT) days'. Any KIT days must be agreed in advance with [insert name of person within the organisation]. Please note that you will be paid for the actual number of hours that you work during a KIT day up to a maximum of [insert number of normal daily contracted hours]. KIT days should be recorded along with the number of hours worked and signed by [insert name of person within the organisation]. KIT days worked will be paid upon your return to work from adoption leave through payroll.

Returning to Work

If you decide not to return to work, you are required to give written notice as detailed in your contract of employment.

I trust the above information is of help to you; however, should you have any questions about your adoption leave, or your adoption pay, please do not hesitate to contact me.

Your sincerely

APPENDIX 7 – APPLICATION FOR ADOPTION PAY

Application for Adoption and Pay

Academy Name:

Federation Name:

Trust Name:

Employee Details:

Title*:	☐ Mrs	☐ Ms	☐ Miss
Surname*:			
First Names*:			
Home Address*:			

Adoption Pay Options (please select one option):

Option A:	☐ Teachers: Receive 100% of pay for four weeks, 90% of pay for two weeks, 50% of pay for the following 12 weeks *If you do not return for 13 weeks, you are entitled to retain the first six weeks of your adoption pay and any SAP or AA. Your employer is entitled to reclaim the 12 weeks' additional adoption pay that you received at half pay.* ☐ Support: Receive 100% of pay for six weeks, 50% of pay for the following 12 weeks *If you do not return for three months, you are entitled to retain the first six weeks of your adoption pay and any SAP or MA. Your employer is entitled to reclaim the 12 weeks' occupational adoption pay that you received at half pay.*
Option B:	☐ Statutory Adoption Pay (SAP) and receive lumpsum of Additional Adoption Pay (AAP) after return to work qualifying period.
Option C:	☐ Statutory Adoption Pay (SAP) and receive lumpsum of Additional Adoption Pay (AAP) after the qualifying period.

Eligibility Statement:

I confirm that I have had continuous service for at least 26 weeks prior to the 15th week before the expected placement date and qualify for SAP and AAP.	☐ tick
My first date of adoption leave is:	_____ dd/mm/yyyy (I understand this date can be altered and I must give at least 28 days' notice of the revised date adoption leave us to commence)

Expected Placement Date (EPD):	☐ I enclose my Adoption Placement Certificate ☐ I will forward my Adoption Placement Certificate as soon as possible and understand that I will not receive any adoption pay until I provide this.

To be completed by employee:

I have read and understand the accAALanying Adoption Policy, which I have retained.

Signed:	
Date: dd/mm/yyyy	

NB: If you wish to continue to pay pension contributions for any period of unpaid adoption leave, please contact your Pensions Department for further information.

Please return this completed form to the DoNESC Payroll team via the DoNESC Helpdesk as soon as possible, to enable a response to be provided to the employee within 7 days of this form being returned to the school office.