

drb Ignite Multi Academy Trust

ADOPTION POLICY

drb Ignite Multi Academy Trust Vision

The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our vision is to give every child learning experiences that excite them and give them the power to begin to shape their own lives.

Vision

All pupils achieve the highest standard of educational outcomes regardless of circumstances or background.

Rationale

The Trust has a clear commitment to the promotion of equality of opportunity for all employees and works positively to support employees who are working parents. This policy demonstrates the commitment of the Trust to enable employees to manage work and family.

The Policy uses the following key terms:

- **Adopter:** the person who is eligible for adoption leave and/or pay. They can be male or female.
- **Partner:** the person who is the partner of the adopter. This can be a spouse, civil partner; or a partner who is living in an enduring relationship with the adopter and the child.

Policy statement

The Trust seeks to build a strong track record as a diverse, fair and flexible employer. This will attract and retain high calibre talent and support the career progression of both men and women throughout the course of their employment with the Trust. This is important for employees who are adopters.

Legislation on Adoption Leave and Pay

1. The law entitles all employees who are newly adopting a child to:

- 26 weeks' ordinary adoption leave (OAL)
- 26 weeks' additional adoption leave (AAL)
- the right to return to the same job held with the same terms and conditions, unless after additional adoption leave, this is not reasonably practicable.

2. Most employees will also qualify for Statutory Adoption Pay (SAP).
3. Entitlement to statutory rights is dependent on the correct implementation of the procedures, as defined by legislation.
4. It should be noted that employees will only be entitled to adoption leave and pay when the child has been newly matched for adoption, i.e. this will not apply in circumstances where a step-parent adopts a partner's child.
5. From April 2015, adoption leave is available to employees from the first date of their employment. In addition, SAP will be enhanced to 90% for the first six weeks. The person in a surrogacy arrangement, who meets the relevant qualifying criteria and who applies for a parental order in relation to a child born under a surrogacy agreement, will also qualify for adoption leave and pay.
6. For adoptions within the UK, the earliest an employee may start their OAL is 14 days before the expected date of placement. Once the adoption leave has commenced, there is a compulsory adoption leave period of a minimum of two weeks before an employee can return to work.
7. For overseas adoptions, it is the position of HM Revenue and Customs that the employee cannot start their adoption leave until the child has entered the UK.

Statutory Adoption Payments (SAP)


8. The qualification period for SAP is 26 weeks of continuous service with the Trust ending with the week in which the adopter was notified of having been matched with a child by an adoption agency. This is provided that normal weekly earnings at this point are not less than the lower earnings limit for National Insurance contributions for the eight week period ending with the week in which they were notified of being matched. More information can be found on: www.gov.uk/government/publications/rates-and-allowances-nationalinsurancecontributions/rates-and-allowances-national-insurancecontributions provides information on the rates of National Insurance Contributions.
9. SAP is paid for up to 39 weeks at the rates given on www.gov.uk/employersadoption-pay-leave/entitlement or 90% of normal weekly earnings, whichever is lower.
10. Employees who do not qualify for SAP may be able to receive financial support from their adoption agency or local Jobcentre Plus Office.

Eligibility for Contractual Adoption Pay

11. As part of the Trust's positive support of employees who are working parents, Contractual Adoption Pay is available for eligible employees who are newly matched with a child for adoption and have agreed the date of placement with the adoption agency. Therefore, subject to completing 26 weeks' continuous service by the end of the week of the notification of being matched, employees are eligible for the same rates of Contractual Adoption Pay as Occupational Maternity Pay as it applies to both teaching and non-teaching staff.

12. The Trust can claim 92% of SAP back from the State. Only earnings used for the calculation of National Insurance contributions can be considered, so any pension payments cannot be counted.

Monitor and Review

Monitoring and review	Trust Operations Manager School Business Managers
Links	Sickness Policy Leave of Absence Policy Maternity Policy for Teachers Maternity Policy for non-teachers http://www.maternityaction.org.uk/advice-2/mums-dads-scenarios/7-adoptingor-involved-in-a-surrogacy-arrangement/time-off-and-pay-for-parents-insurrogacy-arrangements/ http://www.acas.org.uk/index.aspx?articleid=4795
Staff responsible	Headteachers Operations Manager School Business Managers
Committee responsible	Trust Board
Date approved	November 2018
Sign off by Trust Chair	 Date: November 2018
Review date*	November 2019

*Please note that should there be any changes/further national guidance issued relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

Change Management

Issue No.:	Change date:	Change description:
1.0	Dec'16	Initial release
2.0	Nov'18	Rebranded, updated and Signed off for release.