



NETHERAVON ALL SAINTS C of E PRIMARY SCHOOL

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Adoption Leave Policy

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Signed:	File copy signed
Position:	Chair of Governors

MODEL SCHEME ADOPTION LEAVE FOR ALL STAFF IN ACADEMIES

This model policy will apply to all staff working in Wiltshire Schools / Academies and has been agreed with the following recognised unions: ATL, NUT, NAHT, NASUWT, ASCL, Unison, Unite and GMB

How to use this model scheme

Where this model scheme necessarily replaces the previous academy scheme staff should be reassured that the scheme broadly conforms to that transferred under Transfer of Undertakings Protection of Employment (TUPE) at the point of conversion into an Academy.

For the purpose of assessing entitlement of existing staff under these adoption provisions, the academy will recognise previous employment across and between academies, VA, Foundation and Community schools as set out in this model scheme.

The scheme for eligible staff is more generous than the statutory adoption leave pay scheme.

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Introduction

1. This model scheme will set out the statutory minimum entitlement and then also the occupational entitlement that applies to academy staff which broadly mirrors the burgundy book and the NJC terms and conditions of service for maternity leave.
2. Academies are recommended to continue to observe the same contractual entitlements that have been adopted for staff employed by Wiltshire Council.
3. Where an academy has decided not to observe Burgundy book and NJC terms and conditions of employment for their staff it must have undergone local consultations and negotiations with their own recognised unions to establish any replacement terms and conditions they are offering to such staff.
4. Following the introduction of the Work and Families Act 2006, this policy sets out the rights and responsibilities of employees who are adopting a child and wish to take adoption leave, the help and support the academy trust will give them and the law and conditions of service relating to adoption entitlements. This document has been updated in accordance with existing legislation and new regulations in relation to adoption leave and pay as at 5 April 2015.
5. This model scheme reflects the local agreement between academies and schools within Wiltshire on the recognition of continuous service. Where the model scheme has been adopted by academies based outside of the Wiltshire local authority who purchase Wiltshire Council HR services, it is recognised that these academies will need to refer to their own agreements and rules on continuous service for adoption purposes.
6. This model scheme sets out the eligibility, rights and responsibilities of employees who are adopting a child / children or are involved in a surrogacy situation and are entitled to a parental order.
7. Adoption leave and pay are available to:
 - Individuals who adopt;
 - One member of a couple where a couple adopts jointly (the couple must choose which partner takes adoption leave).
8. The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to paternity pay (subject to meeting qualifying criteria – please refer to the paternity policy).
9. A partner means a person who lives with the adopter and the child in an enduring family relationship but is not an immediate relative. This includes males and females in a same sex relationship.

Scope

Who is included in these arrangements?

10. The policy applies to all eligible staff whether full time, part time or on a temporary contract in academies who have newly adopted a child through an approved adoption agency and who meet the qualifying and notification requirements set out in this policy.

Who is excluded from these arrangements?

11. The Agency Workers Regulations specifically excludes such agency workers from maternity, paternity or adoption leave pay scheme's run by the hirer.
12. Self-employed workers and consultants are also excluded from entitlements to maternity, paternity or adoption leave pay.
13. This policy will not apply to employees who do not meet the eligibility, qualifying and notification requirements. The following arrangements are also excluded from the scheme:
 - private adoption
 - special guardian or kinship carer
 - adopting a family member or stepchild
 - having a child with the help of a surrogate mother, where the intended parents are not eligible for a parental order

Adoption Leave Entitlement

14. The scheme is available to:
 - individuals who adopt (UK and overseas adoption).
 - one member of a couple where a couple adopt jointly (the couple may choose which partner takes adoption leave and the other partner may be entitled to Maternity Support / Statutory Paternity leave and pay).
15. To qualify for adoption leave employees must:
 - be newly matched with a child for adoption by an approved adoption agency; or have received permission from the relevant UK authority for an adoption from overseas.
 - have notified the adoption agency that they agree that the child will be placed with them and have agreed a date for this placement.
 - give the correct notice and evidence for adoption leave as set out under the section "notification of adoption leave"

16. If an employee is matched for adoption on or after 5 April 2015 then they may also be eligible if:

Surrogacy

- they are a parent of the expected child under the Human Fertilisation Embryology Act 2008, which deals with a pregnancy resulting from assisted reproduction; or
- they are the intended parent of a child in a surrogacy arrangement and expect to be entitled to and intend to apply for a parental order in respect of that child in accordance with the Human Fertilisation Embryology Act 2008; or

Dual approved prospective adopter

- they are a local authority foster parent who is a dual approved prospective adopter and has been notified of a child's placement in accordance with section 22c of the Children Act 1989, providing no adoption entitlement has previously been claimed for this child (or children).
17. They are entitled to take up to 26 weeks' Ordinary Adoption Leave (OAL) followed immediately by up to 26 weeks' Additional Adoption Leave (AAL) to a total of up to 52 weeks' leave
18. There is no length of service requirement if an employee has been matched for adoption on or after 5 April 2015. If they were matched for adoption prior to this date employees should contact HR for further details.
19. Only one period of adoption leave is available irrespective of how many children are being placed for adoption as part of the same arrangement.
20. Employees may be eligible to opt in to the shared parental leave and pay policy if the eligibility criteria are met.

Adoption Pay Entitlement

21. To qualify for statutory adoption pay (SAP) in addition to the qualifying criteria for Adoption Leave an employee must:
- Have at least 26 weeks' continuous service with a maintained school or academy within the Wiltshire local authority area prior to the start of the week in which they are notified of being matched with a child for adoption; or by the time you receive official notification from a UK authority of the overseas adoption, or in the case of surrogacy, the 15th week (the qualifying week) before the baby is due;
 - Have average earnings for the 8 weeks ending with the week that the match is notified of at least the Lower Earnings Limit for NI Contributions.
 - Have notified the academy of the date they want SAP to start at least 28 days before this date.
 - Be the only member, if adopting as part of a couple, electing to receive SAP and not intending to claim paternity pay for the child

22. SAP average weekly earnings calculations will be recalculated to take in to account any pay rises (including increments, annual pay awards or job regarding) which occur during the adoption leave period (including the unpaid adoption leave period). Any increase will be back dated to apply from the start of paid adoption leave.
23. If an employee does not qualify for SAP then they will be issued with an SAP1 form by Payroll to tell them why they do not qualify. They may be able to get further help from their adoption agency. They might also want to check their eligibility to child benefit and tax credits for further information go to www.hmrc.gov.uk.

24. There are two rates of SAP, namely: -

- the higher rate of SAP, which is paid for the first 6 weeks of the adoption pay period and is based on 9/10ths of normal pay
 - the lower rate of SAP, which is paid for the next 33 weeks and is based on the flat rate of SMP per week or 90% of average earnings whichever is lower.
- These payments are made via payroll on normal pay dates.

25. If the employee has less than 1 year's continuous local government service prior to the week in which they are notified of being matched with a child for adoption, their entitlement will be to SAP as above.

26. Under the academy's scheme, if they have at least 1 year's continuous local government service prior to the start of the week in which they are notified of being matched with a child for adoption or; in the case of surrogacy, from the date of the child's birth, they will be entitled to:

- 9/10ths of their normal pay for the first 6 weeks of their adoption leave (offset against any payments made by way of SAP).
- SAP for the next 12 weeks. In addition, if they intend to return to work for at least 3 months (see below) they will qualify for half pay for this 12 week period, except where half pay plus SAP exceeds their full pay (in these circumstances the half pay will be reduced accordingly).
- SAP for the remaining 21 weeks of the adoption pay period.

Week	Amount
1-6	90% of normal pay (offset against SAP payments)
7-18	SAP + ½ pay if entitled. This can be taken now or at end of adoption leave
19-39	SAP
40-52	No pay

27. In order to qualify for 12 weeks at half pay, the employee must return to employment with the academy for at least 3 months. This period may be varied

by the academy on good cause being shown. Any parental leave or unpaid leave taken within this period will not be counted towards the 3 months. The employee will need to sign an agreement stating that a failure to return to the academy for at least 3 months will result in the recovery of the half pay.

28. The options for payment of half-pay are either to be paid after they return from adoption leave or during adoption leave, over a 12 week period, starting at the 7th week of adoption leave.

Adoption Appointments

29. Employees who are adopting a child alone are entitled to take paid time off to attend up to five adoption appointments.
30. If the employee is part of a couple jointly adopting a child, then only one of them can elect to take paid time off to attend up to five adoption appointments. The other can elect to take unpaid time off to attend up to two adoption appointments under the Maternity Support and Paternity Leave Policy.
31. The entitlement to paid time off is for up to 6.5 hours for each appointment, on five occasions. The purpose of the time off must be to attend an appointment arranged or at the request of the adoption agency who notified the employee of the placement and must be in relation to the proposed adoption.
32. Employees should be aware that they will not be entitled to take ordinary paternity leave and maternity support leave if they have taken paid leave to attend adoption appointments. This means that they may wish to allocate the paid entitlement to attend adoption appointments under this policy to the primary adopter and therefore the secondary adopter will then retain the option to take ordinary paternity leave and maternity support leave if they wish.
33. Eligible employees in a surrogacy arrangement may be entitled to unpaid leave to accompany the mother to antenatal appointments – please see the Maternity Support and Paternity Leave Policy for further information.
34. Employees who are adopting more than one child in one adoption arrangement will only be entitled to one entitlement to leave i.e. the same as if the employee were adopting one child. Time off for adoption appointments must be taken before the placement date of the first child under the arrangement.
35. To make a request for time off, employees should complete and sign a declaration, to be submitted alongside documentary evidence – proof of appointments i.e. letter or email from the adoption agency - This declaration must be provided on the first occasion on which the employee requests time off to attend an adoption appointment.

Employees should use the form 'Declaration form; adoption appointments'.

Notification of Adoption Leave

36. Employees should inform their principal/ line manager of their intention to take adoption leave as soon as they are approved for adoption and keep them

informed to allow principal/ line manager time to plan for the intended period of leave. To be eligible employees will need to give notice in line with the timescales set out below. Notice should include details of:

- How much adoption leave they wish to take;
- When the child is expected to be placed with them and;
- When they want their adoption leave to start.
- Documentary evidence of the adoption as set out below.

Employees should use the form AL1, which includes a declaration confirming they will repay the 12 weeks' half pay if they fail to return to work for at least 3 months.

37. In the case of adoption and dual approved prospective adoption employees must:

- Give notice in writing of their intention to take leave within 7 days of being notified by the adoption agency that they have been matched with a child for adoption; or being notified by their local authority that a child will be placed with them in accordance with the section 22c of the Children's Act 1989, unless this is not reasonably practicable.

38. In the case of overseas adoption employees must:

- Give notice in writing of the date of the official notification and the estimated date that the child will arrive in the UK. This must be provided within 28 days of them receiving the official notification.
- Give notice in writing of the actual date the child arrives in the UK. This must be provided within 28 days of this date.

39. In the case of a surrogacy and parental order parents employees must:

- Give notice in writing of their intention and entitlement to take leave by the 15th week before the expected week of birth. This notice must include the baby's expected week of birth.
- Give notice in writing of the actual date of the child's birth as soon as reasonably practicable after birth, providing evidence i.e. birth certificate.

40. In all cases, in addition to the above requirements, employees must:

- Inform their principal/ line manager in writing at least 28 days before they wish payment of SAP to start or as soon as is reasonably practicable.
- Provide documentary evidence of their entitlement to SAP / Adoption Leave i.e. a 'matching certificate'¹ from the adoption agency; or a copy of confirmation from the local authority that a child will be placed with them in accordance with section 22c of the Children's Act 1989; or the official UK

authority notification (overseas)² and proof of the date the child arrived in the UK e.g. plane ticket; or statutory declaration of parental order, as below.

- If an employee is applying for a parental order they are required to give their principal/ line manager a statutory declaration (written statement) confirming that, as part of a couple, they and the other intended parent has applied for or will apply for a parental order in the 6 months after the child's birth. This must be signed in the presence of a legal professional.
 - Employees must also provide the expected date of placement, i.e. the date the child is expected to start living with them and the date they were told by the adoption agency/ local authority that they had been matched with a child e.g. official letter from adoption agency/local authority.
41. Employees should provide the Principal with the original version of the documentary evidence above as appropriate to check and these should be scanned and emailed to HR payroll (with the AL1 form) so that the employee can retain the originals.
 42. Within 28 days of submitting form AL1 employees will receive written notification of the end date of their adoption leave period. If they qualify for ordinary and additional adoption leave, this will be at the end of the 52 week period.
 43. Employees can change their mind about the date on which they want your leave to start providing they give the principal at least 28 days' notice (unless this is not reasonably practicable).
 44. For further information please see – adoption scheme – action checklist for managers and employees

Starting Adoption Leave

45. An employee can decide to take their adoption leave;
 - from the date of the child's placement (whether this is earlier or later than expected); or
 - from a fixed date which can be up to 14 days before the expected date of placement.
 - in a surrogacy arrangement, from the date of the child's birth or the day after.
46. Where the child is adopted from overseas, leave cannot begin before the child enters Great Britain and must start within 28 days after the date of entry.
47. In a surrogacy arrangement where the surrogate mother is based overseas or when the child is born overseas leave can be taken from the date of the child's birth.
48. Dual prospective adopters who are eligible can take leave from up to 2 weeks before the child is placed in accordance with section 22c of the Child Act 1989

49. Adoption leave can start any day of the week. It starts on the day the employee specifies in their notice. Where an employee has chosen to start leave on the date of placement they must inform their manager as soon as is reasonably practicable.
50. If the child's placement is delayed after the employee has begun adoption leave they cannot stop leave and start it again at a later date so employees should ensure the placement will be going ahead on the date agreed before they start their leave.
51. Payment of SAP will end before 39 weeks if they start work for a new employer or where the placement is disrupted or the employee are taken into legal custody or they are receiving Statutory Sick Pay.
52. If the employee is intending to take shared parental leave, two weeks statutory adoption leave must be taken before any shared parental leave is taken.

Working During Adoption Leave (KIT Days)

53. Employees are able to work during adoption leave. Such days are 'keeping in touch days' (KIT days). They can be worked without bringing an end to the adoption leave or losing SAP. There is an entitlement of 10 KIT days for individuals who are on adoption leave. If a part day is worked this will count as one **complete** KIT day against the 10 day allowance. When a KIT day is worked (either fully or partly) it counts towards a whole day.
54. KIT days must be agreed with the employee and the principal, as the academy is responsible for payment of KIT days. KIT days are an optional arrangement on both sides. The principal does not have to offer these days and the employee is not obliged to accept them. Before a KIT day is worked the employee must discuss with their principal the arrangements and basis on which the KIT day would be worked.
55. Employees will be paid for the actual hours worked on the KIT day at their standard hourly rate. Working on a KIT day should not result in the employee receiving a weekly payment that is lower than the weekly rate of SAP to which they would have been entitled. SAP will be offset against KIT day payments during the period the employees are in receipt of SAP.
56. Employees who work over the allowance of 10 KIT days (this includes part days counted as whole days) and are in receipt of SAP will lose SAP for the whole week in which they worked the additional day(s).
57. Adoption Leave will **not** be extended due to KIT days being agreed and taken.
58. An 'Adoption KIT day form' should be completed and sent to the Education HR Payroll and Administration team or your own payroll provider where KIT day(s) are worked.

Contact with the Academy during Adoption Leave

59. The Principal is entitled to make reasonable contact with employees during their adoption leave to discuss issues which could include the return to work or if required flexible working arrangements. Such contact does not count as a KIT day and there will be no impact on adoption leave or pay if contact is made during adoption leave. The employee must be informed of any proposed changes which might affect their substantive post, such as organisational changes. If there are any re-organisation or redundancy procedures instigated etc., whilst the employee is on adoption leave, they must be consulted with in line with the relevant academy HR procedure.

Returning from Adoption Leave

60. Employees who intend to return to work at the end of their full adoption leave entitlement will not have to give any further notification. It will be assumed that they will return to work on the first available working day after the last date of their adoption leave.
61. Employees who wish to return to work before the end of their adoption leave period must give 21 days' notice to their principal of the date they intend to return. Where an early return date has already been agreed and the employee wishes to change this date again a further period of 21 days' notice must be given before the new date.
62. Failure to give the correct notice of an early return may result in the employee's return being postponed for the period of the notice required, or until the end of their adoption leave entitlement, whichever is sooner. If the employee returns to work early, the payment of adoption pay will cease on their return.
63. If an employee is unable to return to work at the end of their adoption leave due to sickness, normal sickness procedures will apply.

Ending adoption leave in other circumstances

64. Adoption leave may come to an end in the following circumstances:
- If the child's placement ends during adoption leave.
 - Where a dual prospective adopter placement by a local authority under section 22c of the Children Act 1989 does not proceed to a formal adoption.
 - In the case of a surrogacy arrangement where the intended parents' application for a Parental Order is refused by the court

If this should happen then leave and payment of any SAP due will normally finish 8 weeks after the end of the week the placement ended or at the end of the leave period if that is sooner.

65. Adoption leave and pay will end where an adopter has taken 52 weeks of adoption leave and/or 39 weeks of SAP or where adoption leave and pay has been curtailed to opt into shared parental leave and statutory shared parental pay. See Shared Parental Leave Policy for further guidance

Transfer of adoption leave - Shared parental leave

66. Shared parental leave is an option which allows the employee to commit to ending their adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from adoption leave and opt in to shared parental leave and pay at a later date. Please refer to the shared parental leave policy for details.

Contractual Rights during Adoption Leave

67. Subject to certain exceptions (e.g. redundancy) employees have the right to return to the job in which they were employed under the original contract of employment and on terms and conditions not less favourable than those which would have applied if they had not been absent.
68. The contract of employment continues during adoption leave. The terms and conditions relating to notice periods, redundancy rights and disciplinary and grievance procedures continue to apply.
69. Where an employee qualifies for Statutory Adoption Leave, their contractual benefits, with the exception of terms relating to remuneration (wages and salary), are preserved during ordinary and additional adoption leave. Where child care vouchers are paid as part of a salary sacrifice scheme, these will continue to be provided during statutory adoption pay period and any period of no pay.

Annual Leave during Adoption Leave

70. An employee is allowed to take their full annual leave entitlement before adoption leave commences provided that:
- They intend to return to work.
 - They are aware that if they do not return to work, they will have to repay any leave they were not entitled to take.
 - The leave is operationally convenient and agreed by the principal/ line manager.
 - If they subsequently decide not to return to work then the date used to calculate leave entitlement is their last day of employment.
71. Employees will continue to accrue annual leave entitlements during adoption leave. However, employees should be encouraged to take their annual leave entitlement prior to commencing their adoption leave, where their leave year ends during adoption leave. Unless operational requirements or exceptional circumstances e.g. sickness absence, prevent the employee from taking annual leave, any untaken annual leave can only be carried forward to the next leave period in line with the arrangements for all other employees, (i.e. a maximum of 5 days).

72. If an employee reduces their hours on their return to work their annual leave entitlement will be adjusted accordingly. This will be calculated from the date that the reduced hours commence.
73. If an employee resigns during adoption leave and has not taken their full leave entitlement, they will be entitled to pay in lieu of untaken leave. Payment will only be made in lieu of leave entitlement in the current leave year on a pro-rata basis to the last day of employment. If leave has been taken in excess of the contractual entitlement a repayment of the excess will be required.

Employees working term time only

Support staff

74. Employees working on term time only contracts are required to take their annual leave during periods of academy closure. The annual leave year for support staff is the anniversary of their start date.
75. Academies should calculate how much annual leave entitlement i.e. academy holidays (closures) in the current annual leave year, the employee has had prior to adoption leave commencing and assess whether any additional annual leave is owed due to the accrual of leave during the rest of the current leave year on adoption leave.
76. Where adoption leave crosses over from one annual leave year to another, academies should again ensure that any accrued annual leave on adoption leave in that leave year is offset against periods of academy closure on return from adoption leave.
77. If there are insufficient academy closures to accommodate outstanding annual leave the employee should either be allowed to take the leave during term time or carry leave forward in to the next leave year.

Teachers

78. Teachers have no specific entitlement to annual leave, but will not normally be required to work during periods of academy closure and public holidays. However, teachers taking statutory maternity, paternity or adoption leave will have a right to accrue statutory annual leave under the Working Time Regulations. When a teacher is on adoption leave their entitlement to this statutory annual leave continues to accrue.
79. The current statutory entitlement for teachers is 28 days annual leave under the Working Time Regulations. This is not an additional entitlement to annual leave on top of the current academy holidays.
80. This annual leave entitlement can be offset by any period of academy closure that has taken place in the leave year in question i.e. both before and after the adoption leave period. The principal should advise the teacher prior to commencing the adoption leave that their statutory entitlement to annual leave should be taken after the adoption leave period during academy closure periods. On return from adoption leave, the teacher must be allowed to take any outstanding leave during term time if there are insufficient academy closures to accommodate the statutory leave entitlement in that leave year.

81. Where the return from adoption leave is so close to the end of the leave year that there is not enough time for the teacher to take all their annual leave entitlement, the teacher must be allowed to carry over any balance of leave to the following year. The teacher is required to take this balance during the remaining periods of academy closure after the 28 days annual leave for that leave year has been accommodated.
82. It is not possible for either the academy to decide to carry over the annual leave into the next leave year if there is time to take the leave in the current leave year i.e. in academy closure periods or in term time.
83. Teachers who resign and do not, therefore, return at the end of their adoption leave period may, in some cases, be entitled to additional payment in lieu of their accrued annual leave entitlement. In the case of teachers who resign, any additional payment will help off-set any adoption pay that has to be repaid following a failure to return to work for 13 weeks.
84. It is not normally possible for a teacher to obtain payment of annual leave to offset not taking leave during the specified leave year.
85. It is recommended that any such accrued leave is taken during the period shortly after the return to work.

Pensions information for adoption leave for support staff

86. Employees who are members of the Local Government Pension Scheme (LGPS) will continue to pay pension contributions during paid adoption leave. Pension contributions during a period of unpaid adoption leave will not be paid unless employees elect to pay these in the form of an Additional Pension Contribution (APC). Employees must confirm their decision whether to pay contributions via an APC for this period on the Notification of start of adoption leave form (AL1).
87. If employees wish to pay an APC and elect to do so within 30 days of returning to work, they will fund 1/3 and the academy as the employer will fund the other 2/3 of the cost. If employees do not elect to pay an APC within 30 days of returning to work, they will solely be responsible for funding the pension contribution cost.
88. The HR payroll administration team or academy's alternative payroll provider will calculate the employee's additional pension contribution and confirm this with them. The additional contribution will be deducted from their pay once they return to work over a period of time, or as a lump sum payment. A rough estimate of the costs can be calculated using the LGPS 2014 online calculator which can be found on the LGPS website under additional pension contributions.
89. If employees do not elect to pay an APC, they will not pay pension contributions on the period of unpaid maternity leave and this period will not count towards their pensionable service

Teacher's Pension Scheme (TPS)

90. For members of the Teachers' Pension Scheme (TPS), where a teacher is in receipt of Statutory Adoption Pay (SAP) or at least half-pay (including occupational adoption pay where the pay is half of the full time equivalent or more) this will be counted as pensionable. No contributions will be paid, by either the Academy or the teacher, during any period of unpaid adoption leave or where any pay is less than half of a full time equivalent. This will not be counted as pensionable employment. Further information on the teacher pension scheme contact Teachers Pensions directly. (<http://www.teacherspensions.co.uk/>).

Adoption Leave and Unfair Dismissal

91. All employees are protected against unfair dismissal for reasons related to taking adoption leave. Academies are advised to seek HR advice before taking any action to dismiss an employee who is on adoption leave.

Employees who choose not to return

92. Employees who decide not to return to work should resign in writing, giving the notice required by their contract of employment.

Right to Request Flexible Working

93. Employees who meet the qualifying conditions have a right to make requires in line with the Right to request flexible working policy.

Additional unpaid leave

94. Additional unpaid leave may be available to employees under the provisions of the ordinary parental leave policy.

Definitions

"Partner" - A partner means a person who lives with the adopter and the child in an enduring family relationship but who is not the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew (immediate relative).

"Official Notification" - permission from a UK authority for an adoption from abroad. This is provided by or on behalf of the relevant British authority (i.e. the authority that is preparing to issue a certificate to the relevant overseas authority in connection with the adoption - or has already done so).

"Parental Order" - transfers legal rights from the birth mother to you and your partner when a surrogate is used to have a child, the application for a parental order must be submitted within six months of the child's birth. You must be genetically related to a child to apply for a parental order, i.e. the egg or sperm donor, and in a relationship where you and your partner are either, married, civil partners or living as partners. You and your partner must also have the child living with you. For more information please see <https://www.gov.uk/become-a-childs-legal-parent>.

Equal Opportunities

This policy has been equality impact assessed to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Legislation

Including:

- Children and Adoption Act 2006
- The Statutory Paternity Pay and Statutory Adoption Pay (General) (Amendment) Regulations 2014
- The Paternity and Adoption Leave (Amendment) Regulations 2014
- Employment Rights Act 1996
- Children and Families Act 2014
- Equality Act 2010

Related Information for support staff

- Maternity Leave Scheme
- Shared parental leave scheme
- Maternity support and paternity scheme
- Ordinary Parental Leave Policy
- Right to Request Flexible Working Policy
- Leave of Absence Policy