



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

# School Adoption Policy (NJC Staff)

School	Cybi
Date policy approved and adopted by Governing Body	20/5/26
Review frequency	Every 3 years
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Head teacher	Owain Lemin Roberts
Chair of Governors	Colin Bell

Prepared by Human Resources

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## **1. Introduction**

1.1. The School Adoption Policy (NJC staff) will apply to:

- individuals who adopt
- one member of a couple where a couple adopt jointly (the couple must choose which partner takes adoption leave)
- one member of a couple for whom a court has made a parental order in accordance with S54 of the Human Fertilisation and Embryology Act 2008 – surrogate parents and intended surrogate parents (the couple must choose which partner takes adoption leave).

## **2. Adoption Leave Entitlement**

2.1. Regardless of an employee's length of service they will be entitled to 52 weeks adoption leave (26 weeks ordinary adoption leave followed by 26 weeks additional adoption leave), provided the required notice is given.

2.2. To qualify for adoption leave, an employee must:

- be newly matched with a child for adoption by an adoption agency
- be a surrogate parent

2.3. Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption or part of a surrogacy arrangement, for example when a step parent is adopting a partner's child.

2.4. In order to ensure the child's transition to their new family is as smooth as possible the main adopter will be entitled to take paid time off for up to five adoption appointments to meet the child they are set to adopt – each of these appointments may last up to 6½ hours. The secondary adopter will be entitled to take unpaid time off for up to two appointments up to the same maximum length as the primary adopter.

2.5. The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to paternity leave and pay, see School Paternity Policy. Additionally adoption support leave of 5 days with pay shall also be granted to the partner or nominated carer of the main adopter at or around the time of placement. A nominated carer is the person nominated by

the main adopter to assist in the care of the child and to provide support to the main adopter at or around the time of the placement.

### **3. Initial Obligations on the Employee**

3.1. The employee should notify the Headteacher of their intention to take adoption leave as soon as practicable. Notification should be given within 7 days of being notified by their adoption agency that they have been matched with a child for adoption. The employee should notify the Headteacher:

- When the child is expected to be placed with them, and;
- When they want their adoption leave to start

3.2. The employee must also complete and submit the statement of intent (Appendix 2) along with documentary evidence from their adoption agency as evidence of their entitlement to SAP (Statutory Adoption Pay) within 7 days of being notified that they have been matched. This documentary evidence may be provided in the form of a matching certificate which includes basic information on matching and expected placement dates. The adoption agency must be recognized in the UK. In the case of surrogate parents, employees will be required to present the surrogacy parental order issued by the court.

3.3. It is possible for an employee to change the commencement date of their adoption leave provided they give at least 28 days' notice.

### **4. Initial Obligations on the Headteacher**

4.1. Following notification from the employee that they wish to be absent for adoption leave the Headteacher should provide the employee with a copy of the School Adoption Policy (NJC/Support staff).

4.2. The Headteacher will forward the employee's statement of intent and matching certificate to the HR unit for processing.

### **5. Start of Adoption Leave**

5.1. The employee can choose to start their 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.

- 5.2. Only one period of leave is available irrespective of whether more than one child is placed for adoption as part of the same agreement.
- 5.3. 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.

## 6. Adoption Pay

- 6.1. Payments for employees who have less than 1 year's continuous local government service ending with the week in which they are notified of being matched with a child for adoption shall be the employee's entitlement to SAP where eligible according to the statutory adoption pay guidelines.
- 6.2. Payments for employees who have completed 1 year's continuous local government service ending with the week in which they are notified of being matched with a child for adoption be as follows:
- For the first six weeks of absence an employee shall be entitled to 90% of a week's pay offset by payments made by way of SAP. If SAP is more than the employee's normal weekly pay then the employee is only entitled to their weekly wage for the whole 39 weeks of adoption leave.
  - An employee who declares in writing that they intend to return to work will, for the subsequent 12 weeks' absence receive half a week's pay (Occupational Adoption Pay) plus SAP, where eligible, without deduction provided the combined pay and SAP does not exceed full pay, followed by 21 weeks SAP. Alternatively the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution for up to 33 weeks.
  - For employees not intending to return to work, payments during the subsequent 33 weeks shall be the employee's entitlement to SAP.
  - Occupational Adoption payments shall be made on the understanding that the employee will return to local authority employment for a period of at least 3 months, which may be varied by the local authority on good cause being shown, and attend work in accordance with their agreed contracts. In the event of not doing so, they shall refund the monies paid, or such part thereof, if any, as the authority may decide. Payments made to the employee by way of SAP are not refundable.
- 6.3. For employees ineligible for SAP, following receipt of the paperwork, the payroll department will send the employee the SAP1 form indicating the reason the employee is not eligible to receive SAP and advise that they contact the Department for Work and Pensions.

## **7. Adoption Pay and Pension Contributions**

7.1. During adoption leave an employee will continue to pay normal contribution rate on any pensionable pay received. During periods of unpaid leave which have commenced on or after 1 April 2026, an employee will continue to accrue pension contributions based on assumed pensionable pay. Assumed pensionable pay is based on pensionable pay that would have been received if not absent from work, excluding any payments in addition to contractual pay (such as overtime).

## **8. Keeping in Touch**

8.1. Keeping in touch (KIT) days are intended to facilitate a smooth return to work for employees returning after a period of adoption leave. An employee may work up to 10 KIT days during adoption leave without bringing their adoption leave to an end.

8.2. The following arrangements are suggested to utilise KIT days:

- The employee must outline the intention to undertake KIT days, arrangements for this must be agreed with their Headteacher.
- The work can be consecutive or not and include training or other activities which enable the employee to keep in touch with the workplace.
- Arrangements in relation to KIT days must be by agreement and neither the Headteacher nor the employee can insist upon utilising KIT days.

8.3. It may be appropriate for the employee not to work their normal hours during KIT days, however agreement should be reached as to what the working hours/days will be. It may also be the case that there may be variation to the KIT day i.e. the employee may wish to build up hours gradually etc. However, whether the employee works 1 or 7 hours within one KIT day, this will be classed as one KIT day out of the ten available.

8.4. The employee will have any SAP topped up to their normal salary level on an hourly basis for each hour of attendance on a KIT day.

8.5. KIT days will need to be recorded on the 'Record of attendance and claim form- KIT days' (appendix 3). This form will need to be authorised by the Headteacher and forwarded to payroll with a copy to Human Resources on exhaustion of KIT day allowance.

8.6. The school and the employee should maintain contact by mutually agreed means over the adoption leave period. Headteachers' will ensure employees

are kept informed of vacancies, training opportunities and any significant workplace developments.

## **9. Shared Parental Leave**

- 9.1. Employees can choose to end their adoption leave early and share the remainder of their leave with their partner, with the option of both taking leave at the same time.
- 9.2. An employee who wishes to curtail their adoption leave to allow their partner to take shared parental leave must give eight weeks' notice of this intention to their Headteacher; the employee's partner is also required to give eight weeks' notice.
- 9.3. Further information can be found in the Schools Shared Parental Leave Policy.

## **10. Notification of Return to Work**

- 10.1. If an employee wishes to return to work early from adoption leave, they must provide the Headteacher with 28 days written notice. A copy should be forwarded to the HR unit as soon as possible to arrange payroll adjustments.
- 10.2. The Headteacher should inform the employee covering the adoption leave period as soon as is practicable of the post holder's intention to return to work early.
- 10.3. Where the relevant notice is not provided by the employee, the Headteacher may postpone the return for up to 28 days from the date when the employee informs the Headteacher of the early return however, the date of postponement cannot exceed the end of the 52 week adoption period.
- 10.4. It is assumed that an employee will be returning to work at the end of their adoption leave. An employee therefore is only required to give notice of their intention to return to work if this is earlier than the previously confirmed expected date of return.

## **11. Requirements on Return to Work**

- 11.1. The employee must return to local authority employment for a period of at least 3 months following adoption leave. Failure to do so will require a repayment of the Occupational Adoption Pay (12 weeks half pay) they received.
- 11.2. In accordance with the Flexible Working Policy (Schools) an employee who has a minimum of 26 weeks' continuous local government service may request

flexible working and have their request considered in a reasonable way by their employer. Further information can be found in the Flexible Working Policy (Schools).

## **APPENDIX 1**

### **Roles & Responsibilities**

#### **Employee**

Notify the Headteacher as soon as practicable and no later than 7 days of being notified by their adoption agency that they have been matched with a child for adoption by Submitting a completed statement of intent form (Appendix 2) along with an authorised matching certificate.

Give their employer at least 28 days' notice if there is a change in the anticipated commencement of adoption leave.

Discuss and agree KIT days with the Headteacher, if applicable.

Notify Headteacher if the anticipated date of return is different to that originally notified, giving sufficient notice under 10.1.

## Headteacher

Provide the employee with a copy of the School Adoption Policy (NJC/Support staff).

On receipt of the employee's statement of intent and matching certificate, forward original copies to the HR unit.

Discuss and agree KIT days with employee, if applicable.

Authorise KIT day's paperwork on submission by the employee.

Maintain contact over the adoption leave period, ensuring employees are kept informed of vacancies, any significant workplace developments and training opportunities.

Inform Payroll and Human Resources when the employee returns from adoption leave.

Notify HR if the employees anticipated date of return is different to that originally notified.

## HR

Upon receipt of a statement of intent and matching certificate from the Headteacher, write to the employee to confirm the date their adoption leave will end, adoption pay entitlements and notice requirements in relation to early return/ not returning to work.

Arrange for the Payroll Section to receive all appropriate documentation in relation to adoption leave.

## APPENDIX 2

<b>STATEMENT OF INTENT – ADOPTION LEAVE (NJC/SUPPORT STAFF)</b>
Completed copy to be submitted to the Human Resources Unit, Council Offices, Llangefni, Isle of Anglesey, LL77 7TW no later than 7 days after being matched with a child for adoption.
<b>PERSONAL DETAILS:</b>
Title: .....
Full Name: .....
Pay Number: .....
School: .....

**DETAILS OF INTENDED ABSENCE:**

In accordance with the School Adoption Policy (NJC/Support Staff), which I have read and understood, I wish to give notice that:

1. My last working day will be .....
2. I will start my adoption leave on .....
3. The expected date of placement is.....
4. I intend to take..... weeks adoption leave
5. I intend to return to work after my adoption leave:  
Yes   
No

**PAY OPTIONS:**

If applicable, I wish to receive 12 weeks half pay:

1. During my adoption leave:  
over a period of 12 weeks   
over a period of 33 weeks   
(\* ) I understand that I will be required to reimburse the Authority any occupational adoption pay in the event of me not returning to Local Authority employment for a period of 3 months
2. As a lump sum 3 months after my return to work

**DECLARATION:**

I understand that I am required to give 28 days' written notice to the School of my intention to return to work if this is before the end of my adoption leave period.

I have enclosed an authorised matching certificate confirming I have been matched with a child for adoption.

\*Please note that your adoption leave cannot be processed without the matching certificate\*

**SIGNED :** .....**DATE :** .....

**APPENDIX 3**

**CYNGOR SIR YNYS MON/ISLE OF ANGLESEY COUNTY COUNCIL**  
Record of Attendance and Claim Form - KIT Days

<b>ENW/NAME</b>	
<b>RHIF CYFLOG / PAY NUMBER</b>	

YSGOL/ SCHOOL						
DIWRNOD KIT/KIT DAY	DYDDIAD/ DATE	ORIAU A WEITHIWD/ HOURS WORKED O/FROM I/TO		AMSER PRYDAU/ MEAL TIME O/FROM I/TO		CYFANSWM ORIAU A HAWLIWD/ TOTAL HOURS CLAIMED
DIWRNOD 1/ DAY 1						
DIWRNOD 2/ DAY 2						
DIWRNOD 3/ DAY 3						
DIWRNOD 4/ DAY 4						
DIWRNOD 5/ DAY 5						
DIWRNOD 6/ DAY 6						
DIWRNOD 7/ DAY 7						
DIWRNOD 8/ DAY 8						
DIWRNOD 9/ DAY 9						
DIWRNOD 10/ DAY 10						
CÔD GWARIANT/ EXPENDITURE CODE:				CYFANSWM ORIAU A HAWLIR/ TOTAL HOURS CLAIMED:		
<b>LLOFNODION YN TYSTIO CYWIRDEB / SIGNATURES CERTIFYING ACCURACY</b>						
GWEITHIWR/EMPLOYEE:						
PENNAETH/ HEADTEACHER						

**NB:** One form only to be completed which must include all KIT days undertaken. Only when all KIT days have been recorded should the form be passed to the Payroll Section for Payment, and a copy to HR Unit.