

Ninestiles Academy Trust Mission Statement

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of Trusts which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place.

Outcomes will be outstanding.

Policy title	Adoption Policy
Rationale	<p>The Trust has a clear commitment to the promotion of equality of opportunity for all employees and continues working positively to support employees who are working parents. This policy demonstrates a commitment on the part of the Trust to enable employees to manage work and family.</p> <p>The policy uses the following key terms:</p> <ul style="list-style-type: none"> - 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	<p>The Trust seeks to sustain a strong track record as a diverse, fair and flexible employer that attracts and retains high calibre talent, and supports the career progression of men and women during their employment by the Trust.</p> <p>Policy principles</p> <p>Legislation on Adoption Leave and Pay</p> <ol style="list-style-type: none"> 1. The law entitles all employees who are newly adopting a child to: <ul style="list-style-type: none"> - 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 the 5th April 2015, adoption leave will be 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, 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-national-insurance-contributions/rates-and-allowances-national-insurance-contributions 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/employers-adoption-pay-leave/entitlement or 90% of normal weekly earnings, whichever is lower.

10. Those 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 (please see relevant policy).

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.

Monitoring and review	Director of Operations, Principals, 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-adopting-or-involved-in-a-surrogacy-arrangement/time-off-and-pay-for-parents-in-surrogacy-arrangements/ http://www.acas.org.uk/index.aspx?articleid=4795
Staff responsible	Principals, HR management
Committee responsible	Board of Directors
Date approved	February 2016
Review date*	February 2018

**Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting*