



**West Norfolk
Academies Trust**

Paternity Policy (Adoption)

Reviewed by: Trustees

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Contents

1	Scope	1
2	Frequently Used Terms	1-2
3	Eligibility for Ordinary Statutory Paternity Leave	2-3
4	The Entitlement to Ordinary Statutory Paternity Leave and how it can be Taken	4
5	Changing the Start Date of Ordinary Statutory Paternity Leave	4
6	The Entitlement to Ordinary Statutory Paternity Pay (Adoption)	5
7	Maternity Support Leave for Non-Teaching Employees	5
8	Local Arrangements for Teaching Employees	5
9	Employment Rights During Leave	6
10	The Right to Return from OSPL	6
11	Informing EPM Payroll that an Employee will be taking OSPL	7
Form	Notification of Maternity Support Leave and Application for Maternity Support Pay (includes application for Statutory Paternity Pay)	8-9

1. Scope

- 1.1. The following guidance sets out the **statutory minimum** required by regulation in respect of Ordinary Statutory Paternity Leave (OSPL) and Ordinary Statutory Paternity Pay (OSPP) rights, which are applicable to all employees in the case of adoption. It also comments on relevant non-teaching contractual provisions and local arrangements. In the case of adoption of multiple children, the term child may be read as children.
- 1.2. This document applies to adoption. If this is not applicable, please refer to the West Norfolk Academies Trust Paternity Policy.

2. Frequently Used Terms

- 2.1. The definitions in this paragraph apply in this guidance.

Adopter: A child's adopter is either the person who has been matched with the child for adoption or, where two people have been matched jointly, the person who has elected (at the time they are notified that they have been matched) to be the child's adopter for statutory adoption leave and pay purposes.

Prospective adopter: A prospective adopter is someone who has been approved as suitable to adopt a child and has been notified of that decision.

Partner: Spouse, civil partner or someone living with another person in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

Child: A child is a person who is under the age of 18 when they are placed with the adopter for adoption.

Adoption agency: An adoption agency in England and Wales is defined by reference to section 2 of the Adoption and Children Act 2002 (ACA 2002) (either a local authority or registered adoption society in England and Wales).

Matched for adoption: A person is matched with a child for adoption when:

- An adoption agency decides that they would be a suitable adoptive parent for the child either individually or jointly with another person; or
- A decision has been made to place the child with a local authority foster parent who is also an approved prospective adopter and an adoption agency has identified them as the person with whom the child is to be placed.

Notification of being matched for adoption: A person is notified of having been matched with a child:

- When an adoption agency decides that they would be a suitable adoptive parent, on the date on which they receive notification of the adoption agency's decision.
- When a local authority foster parent is identified as an adoptive parent, on the date on which they receive notification of the adoption agency's decision.

Notification of being placed for adoption: A person is notified of a child being placed for adoption where either the child is:

- Placed for adoption under the ACA 2002; or
- Placed in accordance with section 22C of the Children Act 1989 with a local authority foster parent who is also a prospective adopter.

3. Eligibility for Ordinary Statutory Paternity Leave

3.1. The employee must:

- a) Have been employed for at least 26 weeks by the end of the week in which the child's Adopter is notified that they have been matched with a child. (For overseas adoption see 3.3 – 3.9 below); and
- b) Be either the spouse, civil partner or partner of the Adopter; and
- c) Be taking the time off to support the Adopter or care for the child and have or expect to have the main responsibility (apart from the responsibility of the child's Adopter) for the child's upbringing; and
- d) Give written notice within seven days of the date on which the Adopter is notified of their match with the child or as soon as is reasonably practicable of:
 - The date on which the Adopter was notified of having been matched with the child;
 - The date on which the child is expected to be placed with the Adopter;
 - The amount of OSPL that the employee intends to take (that is, either one week or two consecutive weeks);
 - When they want their OSPL to start (see below).

3.2. If the employee is eligible and gives the required written notice they are entitled to take the leave; it cannot be refused or deferred by the employer.

3.3. Where the adoption is of a child from overseas the following will apply instead of 3.1. a) above.

- a) The employee must still have been employed continuously for 26 weeks. However, this criterion can be met either by counting:
 - From the week in which they started their employment with the employer; or

- Back from the week in which they received “official notification” from the relevant domestic authority that it had issued, or would issue, a certificate to the relevant overseas adoption authority confirming the employee’s eligibility to adopt and that the employee has been assessed and approved as a suitable adoptive parent.
- 3.4.** The employee must have received notification that the adoption has been approved by the relevant UK authority (official notification).
- 3.5.** Where the adoption is of a child from overseas the following will apply instead of 3.1. d) above. The employee must give written notice of:
- The intention to take OSPL;
 - The date they received official notification; and
 - The date the child is expected to arrive in Great Britain
- 3.6.** This notice should be given as early as possible but in any case within 28 days of receiving official notification or, if the employee has less than 26 weeks’ continuous employment with the employer at the date of Official Notification, within 28 days of completing 26 weeks’ continuous employment with the employer, whichever is later.
- 3.7.** The employee must also give at least 28 days’ notice in writing of the intended start date which 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.
- 3.8.** The employee must notify the employer of the date the child arrives in Great Britain within 28 days of that date.
- 3.9.** The employer may also ask for:
- A copy of the official notification and evidence of the date the child arrived in Great Britain.
 - The amount of OSPL that the employee intends to take (that is, either one week or two consecutive weeks)
 - When they want their OSPL to start (see below)
- 3.10.** If the employee is eligible and gives the required written notice they are entitled to take the leave; it cannot be refused or deferred by the employer.
- 3.11.** Non-teaching staff who are employed under Green Book conditions of service may be entitled to Maternity Support Leave, irrespective of length of service, and relationship to the mother or child, provided that they are the ‘nominated carer of an expectant mother at or around the time of birth’ (see 7.). This provision does not apply to teachers, but local arrangements may exist (see 8.). The Green Book does not set out the same terms for adoption support leave but West Norfolk Academies Trust will apply this to adoption paternity leave requests in the same way.

4. The Entitlement to Ordinary Statutory Paternity Leave and how it can be Taken

- 4.1.** OSPL is not available if the employee has taken any Shared Parental Leave in respect of the child, taken paid time off to attend up to five adoption appointments in respect of the child, or if they have already taken paternity leave in relation to the child as a result of the child being placed with a Prospective Adopter who at the same time of the placement is the employee's spouse, civil partner or partner. Therefore, taking account of any enhanced contractual entitlements they might have, parents intending to adopt should consider which right they wish the parent who is not the primary Adopter to exercise: attending paid adoption appointments or OSPL.
- 4.2.** The entitlement is to up to two weeks (either one week or two consecutive weeks) paid leave, to be taken between the date on which the child is placed with the Adopter and 56 days after that date.
- 4.3.** Within the 56 day period, it is for the employee to choose when they wish to take their OSPL, starting with any of:
 - The date on which the child is placed with the Adopter;
 - A date falling a specified number of days after the date on which the child is placed with the Adopter, which must have been notified to the employer;
 - A predetermined date which must be the date on which the child is expected to be placed with the Adopter, which must have been notified to the employer.

5. Changing the Start Date of Ordinary Statutory Paternity Leave

- 5.1.** If the employee wants to change the start date they must give the following written notice:
 - If they want to change their leave so it starts on the date when the child is placed with the Adopter, at least 28 days before the first day of the expected adoption placement date set out in their notice of intention to take OSPL;
 - If they want to change their leave so it starts on a particular date, 28 days before that date;
 - If they want to change their leave so it starts a specified number of days (or a different specified number of days) after the date on which the child is placed with the Adopter, at least 28 days (minus the specified number of days) before the expected placement date set out in their notice of intention to take OSPL.
- 5.2.** When it is not possible to give the required written notice, the employee should inform the employer as soon as reasonably practicable as to any date changes that may occur.
- 5.3.** Where an employee has changed the start date of their leave, the employee should fill in a new application form.

6. The Entitlement to Ordinary Statutory Paternity Pay (Adoption)

- 6.1.** The minimum OSPP for the leave will be determined in accordance with the statutory requirements in place at the time. These can be accessed at www.gov.uk.
- 6.2.** Any employee not entitled to OSPP will receive form SPP1 from their payroll provider explaining why they are not eligible; they may then be able to claim income support during OSPL.

7. Maternity Support Leave for Non-Teaching Employees

- 7.1.** In accordance with the Green Book, up to 5 days maternity support leave shall be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of birth. There is no length of service requirement.
- 7.2.** A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.
- 7.3.** Maternity Support Leave is paid at the rate of normal salary. An employee who qualifies for both OSPL and maternity support leave will, therefore, be entitled to the first week's leave at full normal pay based on contracted hours, inclusive of Statutory Paternity Pay (SPP) where applicable. To qualify for the second week of statutory paternity leave and pay (at SPP rate or 90% of pay whichever is lower) it is necessary for the employee to meet the statutory criteria including length of continuous service and earnings criteria.
- 7.4.** If unpaid statutory parental leave, or OSPL is requested in addition to Maternity Support Leave, the Maternity Support Leave is offset against the leave, it cannot be taken in addition to it.
- 7.5.** The Green Book does not set out the same terms for adoption support leave but West Norfolk Academies Trust will apply this to adoption paternity requests in the same way when the adopter nominates a carer.

8. Local Arrangement for Teaching Employees

- 8.1.** West Norfolk Academies Trust have chosen to pay the employee in addition to any entitlement to OSPP. This arrangement is to equalise the maternity support leave for all staff, regardless of whether they are teaching or support. Section 7 of this policy therefore sets out the local arrangement for Teaching Employees.

9. Employment Rights During Leave

- 9.1.** An employee who takes OSPL has the right not to be dismissed or subjected to any other detriment by reason of taking the leave. Continuous service will continue to accrue during paternity leave for both teaching and non-teaching employees.
- 9.2.** During OSPL an employee has a statutory right to continue to benefit from all the terms and conditions of employment which would have applied to them had they been at work, except for the terms relating to wages or salary. Performance management processes and pay progression considerations will still apply. The employee remains bound by their obligations of good faith, as well as any contractual terms relating to the giving of notice, disclosure of confidential information, acceptance of gifts and benefits and freedom to participate in another business/work elsewhere.

10. The Right to Return from OSPL

- 10.1.** An employee who has exercised their right to take OSPL usually has the right to return to the same job that they were employed to do immediately prior to taking the leave. This right depends on the OSPL having been one of the following under regulation 13:
- An isolated period of leave;
 - The last of two or more consecutive periods of statutory leave (maternity, adoption, shared parental leave, parental and paternity leave) which did not include any:
 - Period of parental leave of more than four weeks; or
 - Period of statutory leave which when added to any other periods of statutory leave (excluding parental leave) taken in relation to the same child means that the total statutory leave taken in relation to that child totals more than 26 weeks.
- 10.2.** If the above does not apply, and it is not reasonably practicable for the employer to return the employee to the job they were doing before their OSPL, the employer is entitled to propose an alternative job for the employee to return to which is both suitable for them and appropriate for them to do in the circumstances.
- 10.3.** The employee's right to return under regulation 13 is a right to return:
- With their seniority, pension rights and similar rights:
 - In a case where the employee is returning from consecutive periods of statutory leave which included a period of additional maternity leave or additional adoption leave, as they would have been if the period(s) of their employment prior to the additional maternity or adoption leave (as the case may be) were continuous with the period of employment following it; and
 - In any other case, as they would have been had the employee not been absent.
 - On terms and conditions not less favourable than those which would have applied had the employee not been absent on OSPL.

11. Informing EPM Payroll that an Employee will be taking OSPL

11.1. Payroll will request that the employee completes the following form. The original signed copy will be retained on the employee's personnel file. A copy of the completed form will be sent to the Trust's payroll adviser.

11.2. Sections A to D are to be completed by the employee. Section E is to be completed by the relevant Headteacher, and must be signed by them to enable processing.

Notification of Maternity Support Leave and Application for Maternity Support Pay

Notification of Maternity Support Leave and Application for Maternity Support Pay
Section A – Employee Details/Entitlement (to be completed by the employee)
<p>Personal Details</p> <p>Employee Name: _____ Payroll Reference Number: _____</p> <p>Address for correspondence: _____ _____</p> <p>School: _____</p> <p>Post title: _____</p> <p>Relevant Week (15th week before EWC/week notified of placement if adoption): _____</p> <p>Copy of evidence attached (MAT B1 Form / adoption matching certificate): Yes/No</p>
Section B – Notification of Maternity Support Leave (to be completed by employee)
<ol style="list-style-type: none"> 1. I confirm that I meet the qualifying conditions for maternity support leave in that I will be either: <ol style="list-style-type: none"> (a) the father of the child(ren) with responsibility for the upbringing of the child(ren)* (b) not the father, but married to the child(ren)'s mother/adopter and mainly responsible (apart from the mother/adopter) for the upbringing of the child(ren)* (c) not the father, but the partner of the child(ren)'s mother/adopter and mainly responsible (apart from the mother/adopter) for the upbringing of the child(ren)* 2. (a) The adopter has received a 'matching certificate' from an approved adoption agency, and the expected week of placement of the children is: <p style="margin-left: 20px;">.....</p> <li style="margin-left: 20px;">(b) The mother has received a medical certificate confirming the EWC, (i.e. MAT BI Form) and the expected week of childbirth (EWC) is: <p style="margin-left: 40px;">Sunday</p> 3. I wish to take maternity support leave in order to provide care for the child(ren)/support the mother/adopter. I intend to commence my paternity leave on: <p style="margin-left: 20px;">.....</p> 4. I intend to take 1 week/2 weeks* paternity leave. If I intend to take 2 weeks leave I understand that these weeks must be taken consecutively 5. I understand that I must provide 28 days' written notice if I wish to change the start date of my paternity leave. 6. I understand that all my paternity leave must be taken within 56 days of the date of childbirth/placement.

(*please delete as appropriate)

Section C – Application for Statutory Paternity Pay (to be completed by employee)

Please refer to Section A and cross through either statement 1a or 1b, whichever does not apply.

1a. I understand that I am not entitled to SPP.

1b. I understand that I am entitled to SPP. Please arrange payment of my 1 week/2 weeks* SPP.

(*please delete as appropriate)

Section D – Declaration (to be completed by the employee)

Signed:

Date:

Please return this form to the Headteacher.

Section E – to be completed by the Headteacher

Contractual Paternity Pay (Support Staff automatically qualify to receive 1 week CPP (in the form of Maternity Support Leave)

* Please delete as appropriate

*Please do not arrange payment of Contractual Paternity Pay

*Please arrange for the employee to receive payment of *1 week / 2 weeks Contractual Paternity Pay.

NB. Any payment of Contractual Paternity Pay will be offset against any entitlement to Statutory Paternity Pay.

Signed:

Date:

A copy of this form should be retained on the employee's personal file. Please forward a copy to EPM payroll for processing: