



Adoption Policy October 2025

Staff might be eligible for Statutory Adoption Leave or Statutory Adoption Pay if they're:

- adopting a child
- fostering a child permanently and becoming their legal parent ('fostering to adopt')

If they're in a couple, only one of the partners can get adoption leave and pay.

The partner who does not get adoption leave and pay might be able to get paternity leave and pay.

Both partners might also be able to use Shared Parental Leave and Pay to take time off.

Statutory Adoption Eligibility, is the same as for maternity leave:

- Completed at least 26 weeks of continuous service with the nursery.
- Average earnings above £123 per week.

Statutory Adoption Leave and Pay, is the same as for maternity leave and pay:

- Maximum of 52 weeks of adoption leave.
- The first 6 weeks of adoption leave are paid at 90% of the employee's average earnings
- Thereafter, employees receive the Standard Rate of SAP currently £187.18 per week, or 90% of the average earnings if this is less, for the next 33 weeks at which point SAP ceases.
- All eligible staff will receive SAP whether or not they intend to return to work after adoption leave.

The main adopter is entitled to paid time off for up to 5 adoption appointments

the secondary adopter is entitled to take unpaid time off for up to 2 appointments

Staff must tell SMT within 7 days of either:

- Being matched with a child for adoption
- An adoption placement being confirmed, if fostering a child permanently and becoming their legal parent ('fostering to adopt')

Staff must give SMT 28 days' notice of:

- The date the child will be placed
- When they want leave to start