



St Andrew's Malvern

Partnering with God in the flourishing of our communities

Adoption Policy

September 2026 v1

St Andrew's is Registered Charity Number 1128973.

The following policy was reviewed and agreed by St Andrew's Parochial Church Council (PCC) at their meeting held on 24th September 2026, with the agreement that some minor details would be subsequently resolved by the Standing Committee (which they have now been).

It is anticipated that this policy will be reviewed and subsequently agreed by all three Churches in the Chase Team early in 2027.

We recognise the importance of supporting employees through adoption and remain committed to providing a supportive and inclusive workplace.

1. Purpose

This policy outlines the rights and responsibilities of employees and the employer regarding adopting a child or fostering a child to become a legal parent (foster to adopt) and associated leave and pay, in line with the Employment Rights Act 2025 and subsequent updates effective from 6 April 2026. We refer all employees to the UK Government website guidance at link: <https://www.gov.uk/adoption-pay-leave> and ACAS website guidance at link: <https://www.acas.org.uk/your-adoption-leave-pay-and-other-rights> for further clarification of their statutory rights, which we remain committed to upholding at all times.

2. Eligibility

- All employees, regardless of length of service, are entitled to adoption leave from day one of employment. The exception is where you're in a couple and both employees, in which case only one of you can get adoption leave and pay. You should decide between yourselves who will get it and notify us in writing.
- Employees must provide the employer with at least 28 days' notice of their intention to take adoption leave, unless this is not reasonably practicable.
- If you are adopting from abroad you must complete form SC6 (and SC5 if adopting with your partner) – link: https://www.tax.service.gov.uk/print-and-post/form/PersonalTax_iForms/1.0/SC6_20156/sc6.xdp

3. Adoption Leave Entitlement

- Employees can take up to 52 weeks of adoption leave:
 - The first 26 weeks: Ordinary Adoption Leave.
 - The next 26 weeks: Additional Adoption Leave.
- Adoption leave can start:
 - Up to 14 days before the child(ren)'s placement for adoption, or
 - On the day the child(ren) is placed for adoption.
 - For overseas adoptions: Any day of the week when the child(ren) arrives in the UK or within 28 days of this date.

4. Pre-adoption Appointments

- Employees who are eligible for statutory adoption leave are entitled to paid time off for up to five adoption appointments after being matched with a child, where the appointment has been arranged or requested by the adoption agency. Each appointment may last up to 6.5 hours, including travel time.
- Employees should provide reasonable evidence of the appointment if requested. The nominated adopter's partner is entitled to up to two unpaid 6.5hr adoption appointments.

5. Statutory Adoption Pay (SAP)

- Employees are entitled to Statutory Adoption Pay (SAP) starting when adoption leave begins if they have been employed for at least 26 weeks by the end of the week they were matched with a child for adoption.
- SAP is paid at the lower of:
 - 90% of the employee's average weekly earnings for the first 6 weeks, and
 - £194.32 per week or 90% of your average weekly earnings (whichever is lower) for the remaining 33 weeks.
- SAP is subject to tax and National Insurance contributions.
- SAP is normally payable for up to 39 weeks.

6. Enhanced Adoption Pay

- We do not offer enhanced adoption pay beyond the statutory minimum.

7. Keeping in Touch (KIT) Days

- Employees on adoption leave may work up to 10 KIT days without bringing their leave to an end.
- KIT days are optional and must be agreed in advance with the employer.

8. Protection from Redundancy

- In the event that the employee's post is affected by a redundancy situation occurring during their adoption leave, they shall be informed in writing of any proposals and invited to a meeting before any final decision is reached on continued employment.
- Employees on adoption leave have the right to be offered a suitable alternative vacancy, if available, if their role is at risk of redundancy during or after adoption leave.

9. Holiday Entitlement

- Holiday entitlement continues to accrue during adoption leave.
- Employees should plan to take any accrued holiday before or after their adoption leave period, or as agreed with the employer.

10. Return to Work

- Employees have the right to return to the same job after adoption leave.

- If the job is no longer available, the employer must offer a suitable alternative role on terms that are not less favourable.
- If you return to work at the end of your full adoption leave period you do not need to notify us in advance of the date of your return. Unless you notify us otherwise, the date on which you return to work will be the first working day after the end of your 26 weeks' Additional Adoption Leave.
- If you wish to return to work before the end of your full adoption leave period, you must give your manager at least 2 weeks' advance written notice.

11. Notification and Evidence

- Employees must notify their line manager in writing within 7 days of being matched with a child of their intention to take adoption leave, including the expected date of placement and the duration of leave they intend to take.
- Employees must supply a matching certificate or other evidence of the adoption placement.
- For an overseas adoption, employees must notify their line manager in writing of the date of their 'official notification' and when they expect the child to arrive in the UK. They must usually do this within 28 days of getting the notification.
- For an overseas adoption, if an employee has been in employment for less than 26 weeks, they must inform their line manager within 28 days of the Sunday in their 26th week. They must also advise their line manager within 28 days of this date, the actual date the child arrives in the UK, how much leave they want and from what date.

12. Policy Review

This policy will be reviewed periodically and whenever there are significant changes to UK employment legislation.

We reserve the right to amend this policy to reflect changes in statutory requirements.