

**Adoption and Surrogacy Leave**

**Application Form**

This form should be completed and returned to the Human Resources Department within 7\* days of being notified by the placement agency of a match between the adopter and child/children and by the 15th week before the expected week of childbirth for intended primary carers of a child born through a surrogacy arrangement, who will be subject to a Parental Order.

\* Overseas Adoption/Surrogacy Leave: 14 days’ notice

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| **Personal Details** |
| Full Name: |  |
| Job Title: |  |
| School |  |
| Department |  |
| Start date  |  |
| Employee Number: |  |

Please accept this notification as an application for Adoption/Surrogacy Leave. I confirm that I have read the College’s Adoption/Surrogacy Leave procedure and agree to the terms and conditions contained therein. I understand that I must submit the required documentation listed below before my application can be progressed.

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| **Dates of Adoption/Surrogacy Leave** |

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| Date you intend to commence Adoption/Surrogacy Leave: |  |
| Do you intend to return work after your Adoption/Surrogacy Leave?\* |  Yes No Undecided |
| Date you intend to return to work: |  |
| Dates of Annual Leave to be taken:(to be taken before or after Adoption/Surrogacy Leave within the current leave year) |  |

\*Please note you will not be entitled to the Occupational Adoption/Surrogacy Pay if you do not return to work for at least 3 months after your Adoption/Surrogacy Leave.

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| **I am taking leave as:**  |  |
| I have been matched with a child for adoption (UK Adoption): |  |
| I have been matched with a child for adoption (Overseas Adoption): |  |
| I am an intended parent of a child born through a surrogacy arrangement: |  |
| I am a prospective adopter fostering a child under the ‘Fostering for Adoption’ scheme: |  |

 **I attach copies of the following documentary evidence:**

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| **UK Adoptions** |
| Letter from the appropriate agency confirming that adoption is being sought: | through the Fostering for Adoption Scheme: |  |
| other adoption agency: |
| Matching certificate to confirm a child is being placed, issued by a Local Authority/adoption agency (If this is to follow please confirm): |  |
| Confirmation letter from the Local Authority/adoption agency that a child has been placed with me: |  |

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| **Surrogacy Arrangement** |  |
| A copy of the birth parent’s form MATB1: |  |
| A copy of the Parental Order within 6 months of the child’s birth: |  |

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| **Overseas Adoptions** |  |
| A copy of the ‘Official Notification’ issued by the relevant UK Authority as proof of the eligibility to adopt a child from overseas: |  |
| Completed Form SC6 (available from [www.hmrc.gov.uk/forms/sc6.pdf](http://www.hmrc.gov.uk/forms/sc6.pdf)) giving the date the child is expected to enter the UK and to declare that Statutory Paternity Pay is not being claimed: |  |
| A copy of the evidence that the adoptive child has entered the UK such as a plane ticket or copies of entry clearance documents: |  |

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| **Declaration** |
| I understand that if I am applying for surrogacy leave, the College reserves the right to reclaim any payment made, and to be compensated for leave taken, if I fail to provide a copy of the ‘Parental Order’ within 6 months of the birth.I understand that if I fail to return to work following my Adoption/Surrogacy Leave for a period of 3 months the College reserves the right to recalculate and claim back the non-statutory element of my pay.  |
| Signed: | Date: |
| Please provide contact details should we need to contact you once you commence your Adoption/Surrogacy Leave. |
| Email:  | Phone: |
| Address: |

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| **Line Manager** |
| Signed: | Date: |
| **HR Department:** |
| Signed: | Date: |