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**Notification of intention to take adoption leave**

On completion please hand this form to your Headteacher/Line Manager.

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| **Personal Details** |
| Preferred title…………………………  Full name…………………………………………………………………………………………………………………………  Home Address…………………………………………………….……………………………………………………………  …………………………………………………… Post Code ……………………………………  Home Telephone Number…………………………………..………………………………  National Insurance Number…………………………………………………………………  Personnel Number………………………..…………………………………………………  School…………………………………………........ School Ref. No………………………  Post Held……...……………………………………………………………………………  Teaching staff Non-teaching staff |
| **Your dates for pay and leave** |
| The child’s placement is due to take place on ………………………………  I would like to start my adoption leave on ………………………………  I enclose proof of adoption as detailed in the adoption leave policy |
| **Declaration** |
| I confirm that the child whom I am adopting has been newly matched by an approved adoption agency and I am the only individual taking adoption leave in respect of the adoption of this child  The information provided in this application is true and accurate  Signed ……………………………………… Date…………………………… |

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| **Authorisation** |
| I have checked the above information  Signed …………………………………………………….. Date ………………………………......  *Headteacher/Line Manager* |

Once signed by both parties, please hand to the school office to send to the payroll provider for processing.