



The Athelstan Trust

Flexible Working Policy

Flexible working policy

Introduction

- 1 **Purpose:** This policy is intended to provide guidance on your statutory entitlement to request flexible working. The Academy will consider all Requests in a reasonable manner and in accordance with this policy.
- 2 **Timeframes:** Requests will be considered and a decision reached within three months from receipt of the Request, unless mutually agreed otherwise. The timeframes set out in this policy are otherwise indicative only and may be extended or varied at the Academy 's reasonable discretion.
- 3 **Consideration:** The Academy will consider each flexible working Request on a case by case basis. The fact that the Academy has been able to agree one Request does not necessarily mean that the Academy will be able to agree future Requests.

Right to request flexible working

- 4 **Entitlement:** If you have been continuously employed by the Trust for 26 weeks, you have the statutory right to request a change to one or more of the terms and conditions of employment referred to in the paragraphs below (**Request**)
- 5 **Request:** You are only able to make one Request in a 12 month period.
- 6 **Non-eligible staff:** Although you will not have the right to make a Request if you do not meet the above criteria, the Academy will still carefully consider a Request to change one or more of the terms and conditions of employment in paragraph 7 below. You should make your Request in writing to the Headteacher.
- 7 **Type of request:** Your Request must relate to one or more of the following terms and conditions of employment:
 - 7.1 your hours of work;
 - 7.2 your times of work;
 - 7.3 whether you carry out work from home or your normal place of work.
- 8 **A Request:** A Request should be made in writing by completing the Flexible Working Request Form and passing it to the Headteacher.
- 9 **Consultation meeting:** As soon as possible, but in any event usually within 28 days of your Request being received by the Academy, the Academy shall either notify you in writing that your Request has been agreed, stating the variation agreed to and the date from which it is to take effect, or a meeting shall be held to discuss your Request (**Consultation Meeting**). The Consultation Meeting will normally be held by a member of the senior leadership team. The meeting will normally be held at the Academy during working hours unless this is not convenient to either you or the Academy.
- 10 **Right to be accompanied:** You have the right to be accompanied to the Consultation Meeting by a fellow worker.



The Athelstan Trust

Flexible Working Policy

- 11 **Considerations:** On receipt of a Request the Academy will carefully consider the benefits of the requested changes in working conditions for you and the Academy and weigh these against any adverse impact of implementing the changes.
- 12 **Grounds for refusal:** Your Request (and your appeal) may be refused where the Academy considers that one or more of the following grounds apply:
- 12.1 the Request would, if agreed, impose a burden of additional costs on the Academy;
 - 12.2 the Request would, if agreed, have a detrimental effect on the ability to meet parents', guardians' or carers' or pupils' demands;
 - 12.3 the Academy is unable to reorganise work among existing staff;
 - 12.4 the Academy is unable to recruit additional staff;
 - 12.5 the Request would, if agreed, result in a detrimental impact on the level of quality at the Academy;
 - 12.6 the Request would, if agreed, result in a detrimental impact on the level of performance at the Academy;
 - 12.7 the work available to be done during the periods you propose to work under your Request would be insufficient;
 - 12.8 planned structural changes mean that the Academy cannot agree to your Request.
- 13 **Notification of decision:** As soon as possible, but in any event usually within 14 days of the Consultation Meeting, the Academy will notify you in writing of the decision. Where the Academy agrees to your Request, the Academy will also confirm the variation agreed to and the date from which it is to take effect. Where your Request is not agreed, the Academy will also confirm the grounds for refusal, explaining why the grounds apply in the circumstances and also confirm your right to appeal.
- 14 **Existing working arrangements:** If existing flexible working arrangements within the Academy mean that it will be difficult to agree a Request, the Academy will consider whether it is appropriate in the circumstances to ask other staff if they wish to volunteer changing their own working arrangements.]

Appeal

- 15 **Your right to appeal:** You have the right to appeal the Academy 's decision not to agree to your Request. Such an appeal must be exercised in writing within 14 days after the day the Academy 's decision is given, giving full details of why you wish to appeal. Your notice of appeal must be dated and sent to the Headteacher.
- 16 **Appeal meeting:** The Academy will hold a meeting to discuss your appeal as soon as possible, but in any event usually within 14 days of your notice of appeal being given. The appeal meeting will be held by a person who has not been involved in the Consultation Meeting. The appeal meeting will normally be held at the Academy during working hours unless this is not convenient to either you or the Academy.
- 17 **Right to be accompanied:** You may be accompanied to the appeal meeting by a fellow worker.



The Athelstan Trust

Flexible Working Policy

- 18 **Notification of appeal decision:** The Academy will notify you in writing of its decision on your appeal as soon as possible, but in any event usually within 14 days of the appeal meeting. Where the Academy upholds your appeal, the Academy will also specify the variation agreed to and the date from which it is to take effect. Where your appeal is dismissed, the Academy will also confirm the grounds for refusal and explain why the grounds apply in the circumstances.

General

- 19 **Withdrawal of application:** You may withdraw your Request or your appeal at any time before the Academy reaches a decision. The Academy may regard your application as withdrawn (and will notify you as such) where you have failed without good reason to attend a Consultation Meeting or an appeal meeting more than once, or you have refused without good reason to provide the Academy with the information that is required to assess whether the Request should be agreed.