



The Athelstan Trust

Flexible Working Policy

Date of Review	Approved by	Date of Approval	Next Review Date	Website
June 2023	Board Staffing Committee	14/6/23	June 2026	Y

Flexible working policy

Introduction

- Aims:** The aim of our flexible working policy is to provide guidance on an employee's statutory entitlement to request flexible working. The aim of The Athelstan Trust is to support our employees, where possible, to manage the balance between work and home life. The Athelstan Trust is committed to equality of opportunity in employment for all its employees and to developing working practices and policies that support work life balance. The Athelstan Trust wants to support its employees and recognises that a better work-life balance can improve employee motivation, performance and productivity and reduce stress. The Athelstan Trust will consider all requests in a reasonable manner and in accordance with this policy and is committed to agreeing flexible working arrangements, provided that the needs and objectives of both The Academies within the Trust and the employee can be met.
- Timeframes:** Requests will be considered and a decision reached within two months from receipt of the Request, unless mutually agreed otherwise.
- 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

- Entitlement:** From the commencement of your employment with The Athelstan Trust, 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**)
- Request:** You are only able to make two requests in a 12-month period.
- Type of request:** Your Request must relate to one or more of the following terms and conditions of employment:
 - A change to the number of hours you work;
 - your times of work;
 - whether you carry out work from home or your normal place of work;
 - A reduction in the working week;
 - A shorter working year (term time);
 - A job share arrangement.



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- 7 **A Request:** A Request should be made in writing by completing the Flexible Working Request Form and passing it to the Headteacher.
- 8 **Consultation meeting:** As soon as possible, but in any event usually within 14 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. You will be asked to sign this letter to confirm acceptance of the changes and a copy of this letter will then be placed on your personnel file. Alternatively, 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. At the meeting your request will be discussed to get a better idea of what changes you are looking for and how they might benefit the Academy and you as the employee. Alternative options that may be available will also be discussed. If rejection of your request is being considered, this will be discussed at the Consultation Meeting.
- 9 **Right to be accompanied:** You have the right to be accompanied to the Consultation Meeting by a work colleague or Trade Union Representative.
- 10 **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.
- 11 **Grounds for refusal:** Your Request (and your appeal) may be refused where the Academy considers that one or more of the following grounds apply:
- 11.1 the Request would, if agreed, impose a burden of additional costs on the Academy;
 - 11.2 the Request would, if agreed, have a detrimental effect on the ability to meet parents', guardians' or carers' or students' demands;
 - 11.3 the Academy is unable to reorganise work among existing staff;
 - 11.4 the Academy is unable to recruit additional staff;
 - 11.5 the Request would, if agreed, result in a detrimental impact on the level of quality at the Academy;
 - 11.6 the Request would, if agreed, result in a detrimental impact on the level of performance at the Academy;
 - 11.7 the work available to be done during the periods you propose to work under your Request would be insufficient;
 - 11.8 planned structural changes mean that the Academy cannot agree to your Request.
- 12 **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. You will be asked to sign this letter to confirm acceptance of the changes and a copy of this letter will then be placed on your personnel file. 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.



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- 13 **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

- 14 **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.
- 15 **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.
- 16 **Right to be accompanied:** You may be accompanied to the appeal meeting by a work colleague or Trade Union Representative.
- 17 **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

- 18 **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.
- 19 This policy will be reviewed every 3 years by the Staffing Committee of the Board of Trustees or following a change in legislation.