

Applecroft School



Flexible Working Policy

Person Responsible	Finance & Business Manager
Review Cycle:	Annual
Reviewed Date:	April 2026
Next Review Date:	April 2027

Flexible Working Policy

1) Introduction:

School Vision:

'To be a positive and inspiring community that nurtures each individual and empowers leaders for life.'

School Mission Statement:

'Nurturing Potential, Inspiring Minds, Changing Lives'

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience

2) **Objective and scope**

This policy sets out the rights of the employee to request flexible working and also outlines the process by which employees should make an application to work flexibly.

Flexible working can have a positive impact on an individual and their wellbeing. It can also maximise the potential of employees and support the school in optimising the use of new technology and challenging traditional working methods and practices.

Both employee and employer need to be practical and recognise that the full range of flexible working options will not be appropriate for all jobs across all areas, and the school have to consider that appropriate staffing levels must remain in line with the demands of the delivery of education at all times.

Each application will be considered on an individual basis, decisions do not form a precedent as the circumstances are different and can also change following the acceptance of each request.

3) **Eligibility to apply for flexible working**

An employee has the right to request flexible working from Day 1 of employment. This does not apply to agency workers, consultants or self-employed contractors.

While not all flexible working patterns will be suitable, you have the right to request any flexible working pattern you believe would support yourself and/or the school.

You have the right to request flexible working if:

- *you are employed from Day 1 with the school at the date of the application*
- *you have not made more than 2 requests for flexible working in the previous twelve months*

It is important to understand that you do not have the automatic right to work flexibly but do have a right to request changes to the conditions of how you work, which may include how, when or where you work, and for this request to be considered fairly.

4) Impact of flexible working on other terms and conditions

Pay and pensions

If you take up flexible working options which result in reduced working hours you will be paid on a pro-rata basis, according to the number of hours worked. You should obtain details of the impact on your pension from the relevant scheme administrator.

Annual leave

The impact on annual leave arrangements will vary according to the type of flexible working option agreed. If you are part-time for example you will be entitled to annual leave and bank holidays calculated on a pro-rata basis.

5) Types of flexible working arrangements

This policy covers the following types of flexible working arrangements:

- **Part-time working:** where a staff member is contracted to work less than full-time hours. This may include:
 - **Job sharing** where 2 or more people split a full-time post and share the overall duties and responsibilities.
 - **Phased retirement:** where a staff member gradually reduces their working hours to transition from full-time work to full-time retirement.
 - **Term-time working** where a staff member takes time off during the school holidays, separate from their annual leave entitlement.
 - **Working off-site:** where a staff member works some or all of their hours remotely and is not required to be on the school site (also known as working from home)
- **Varied hours, including:**
 - Staggered start, finish, and break times

- **Annualised hours:** where a staff member's working hours are spread across the year, which may include some school closure days, or where hours vary across the year to suit the school and employee.
- **Compressed hours:** where a staff member works full-time hours but over fewer days.

6) Roles and Responsibilities:

6.1 The Headteacher

Is responsible for:

- Ensuring that this flexible working policy is applied consistently across our school and that it is in line with equality legislation
- Promoting and leading an environment of inclusion, staff well-being and high-quality teaching throughout the school
- Considering all valid requests for flexible working arrangements equally, fairly, and according to the needs of the school and pupils
- Giving due regard to equality legislation and taking any disability requirements into consideration

6.2 The Finance & Business Manager

Is responsible for:

- Responding to requests within the agreed timescale
- Making sure that the staff member knows about their right to be accompanied by a colleague or trade union representative to any appeal meeting.
- Communicating to the staff member any changes to holiday, pay allowance or other conditions that may result from a contractual change.
- Promoting positive working arrangements.

6.3 The Board of Trustees

The Board of Trustees has delegated the approval of this policy to the Policy committee. The Board of Trustees will hold the headteacher to account for the implementation of this policy.

Where the headteacher submits a flexible working request, the Board of Trustees will be responsible for considering that request fairly and according to the needs of the school and pupils. The board (or a suitable nominated Trustee) will respond to the request within the agreed timescale.

6.4 All staff

Staff are expected to follow the procedures set out in this policy and adhere to the stated timescales when responding to or appealing the school's requests or decisions.

7) Procedure

Making a flexible working application

An application to work flexibly must be made in writing to the Headteacher or (in the case of the Headteacher) the Chair of Trustees, and specify the following:

- the date of the application (today's date)

- a statement that this is a statutory request
- details of how you would like to work flexibly and when you would like to start
- an explanation of any flexibilities you may have on certain days you are able to work or not work.
- a statement saying if and when you've made a previous application in the last 12 months

Alternatively, you can complete and submit an application form (Appendix 1).

Consideration of the request

Consideration of your request will be completed within 2 months from receipt. The 2-month period includes for any meetings to discuss the request and any appeal that may occur.

If your request cannot be dealt with during this period, the school may extend the time limit by mutual consent. An example of when an extension might be agreed is when non-directed working time, i.e., the summer holidays, sits within the two-month timescale.

The Headteacher may need to meet with you to consider the request carefully, looking at the benefits of the requested changes for both you and the school, and weigh these against any adverse business impact of implementing the changes.

The following non-exhaustive factors may be considered for each request:

- the cost of the proposed arrangement
- the effect the proposed arrangement will have on other staff
- the impact the proposed arrangement may have on the ability to deliver an appropriate quality of educational service
- the impact the proposed arrangement may have on the ability of the role to deliver and perform to a satisfactory level
- the level of supervision the post holder will need to have
- an analysis of the tasks and workload specific to the role

Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

Meetings regarding flexible working

Upon receiving a written request for flexible working the Headteacher will arrange a meeting with you to:

- discuss the request
- find out more about the proposed working arrangements
- understand how it could be of benefit to both the employee and employer

The meeting will be held within a reasonable amount of time from receiving your request. This time frame may be extended with the agreement of both parties.

Alternatively, the Headteacher may choose to state in how many days the meeting will be held and confirm that this time frame may be extended with the agreement of both parties.

If you fail to attend a meeting without good reason, the meeting may be rescheduled. If you fail to attend the rescheduled meeting your application may be deemed to have been withdrawn.

Where a request can, without further discussion, be approved, a meeting to discuss the request may not be necessary. You will be informed of the agreement to the request by a confirmation letter and your contract of employment will be formally changed following the request being approved.

8) Outcome of a flexible working request

Once a decision has been made, you will receive written confirmation as soon as possible.

The request may either:

- Be agreed to in full - the Headteacher will agree with your application and you will receive details specifying any contract variations and the start date on which it is to take effect
- Be agreed to in part - the Headteacher may agree to part of your request and/or propose alternative arrangements. The Headteacher may also propose a modified version of the request. Please note, proposed changes will only be confirmed as agreed if mutual consent has been received
- Be agreed as a trial period (see section 9 below)
- Be refused - if refused, the specified grounds for refusal will be stated. You will also be made aware of the appeal procedure should you wish to appeal against the decision made

If the school cannot meet your request due to business and operational reasons it may be based on one or more of the following legislative grounds for rejection:

- extra costs that will damage the business
- the work cannot be reorganised among other staff
- people cannot be recruited to do the work
- flexible working will affect quality and performance
- the business will not be able to meet customer demand
- there's a lack of work to do during the proposed working times
- the business is planning changes to the workforce

If at any point the change requested in your flexible working request is agreed as permanent, this becomes your new working pattern and there is no right for you to revert back to your former working pattern.

9) Trial periods

Where there is some uncertainty about whether the flexible working arrangement is practicable for both parties, or where it is unclear what potential impact the change will have on the delivery of education and service the role provides, a trial period may be agreed.

A trial period is an opportunity for both parties to ensure that the arrangement is working satisfactorily before it is confirmed in the longer term.

In order to accommodate a trial period and any additional necessary steps the parties will have to agree, an extension to the decision date beyond the statutory two-month period will be required. If a trial period is offered it will be for a reasonable, although not excessive, amount of time, to enable both parties to understand if this arrangement will work for both of them. If a trial period is offered, the change to your terms and conditions of employment during this trial period will be a temporary change for a specified period of time only. If the trial is not successful you will revert back to your previous terms and conditions of employment, and you will be entitled to exercise your right of appeal. If the requested change of working arrangements is accepted at the end of the trial, then the temporary terms and conditions will become permanent.

10) The appeal

If your flexible working application was not concluded to your satisfaction, you may appeal to us within seven calendar days of receiving the written outcome decision. Wherever possible, the appeal will be heard by an appropriate individual or panel of individuals who have had no prior involvement in the process.

The decision of the appeal hearing and the reasons relating to the decision will be communicated to all parties and confirmed in writing as soon as reasonably practicable, usually within five working days. The decision reached at this hearing is final.

11) Withdrawing an application

A request to work flexibly can be withdrawn at any time before it has been accepted. If you fail to attend two or more meetings arranged to discuss the request and do not provide a reasonable explanation, the school may assume that the application has been withdrawn. The school may also treat an application as withdrawn if you do not provide all the information required.

12) Monitoring Arrangements:

This policy will be reviewed as detailed on the front of this policy

Flexible Working Application Form for Statutory Requests	
Employee Name:	
Job Title:	
Date Employment Commenced:	
Line Manager:	
Current Working Pattern:	
Days/hours	
Location	
Proposed New Working Pattern:	
Days/hours	
Location	
Any additional technology or resources required	
Proposed start date	
Is this request in relation to the Equality Act 2010?	
If yes, please provide details and other supporting evidence.	
Declaration of any previous statutory requests for flexible working arrangements:	
I confirm that:	
<ul style="list-style-type: none"> ➤ This is a statutory request for flexible working. ➤ I have not made a statutory flexible working request in the last 12 months 	
Signed:	Date: