



**Galleywood Infant School**

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## **FLEXIBLE WORKING POLICY**

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<p>The Policy was formally adopted by the Governing Board on:</p>	<p>Date: April 2024</p>
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## 1. Introduction

The school recognises that employees may wish to change their working pattern / arrangements for a variety of reasons and recognises that allowing this can support the retention of experienced staff and support wellbeing and work life balance. Flexible working arrangements can also increase staff recruitment, retention, motivation and improve performance and productivity. Flexible working makes a positive contribution to the workforce by supporting employees in achieving a better work/life balance.

This policy sets out the process employees should follow when making a flexible working request and how such requests will be handled. All flexible working requests will be considered and will be managed objectively and fairly. There is no obligation under the flexible working legislation for employers to agree to a request, however, requests will only be rejected where there is a valid business reason for doing so (see section 5.2.2 below).

A flexible working request is a request by an employee for a permanent change to their contractual terms and conditions of employment. Examples of changes employees may request include changes to:

- Their overall hours of work (including part time or job share)
- Their working times / pattern
- Their place of work

Any agreed change to the contract of employment as a result of a flexible working application will result in a permanent variation to the contract. If the employee is requesting a temporary change to their working pattern/arrangements this is outside the scope of the flexible working legislation and this policy (see section 5.2.1 (i)).

The only way for an employee to further change/amend their working pattern or return to their previous working pattern will be to make a further flexible working request, although an employee may only make 2 requests within any period of 12 months.

## 2. Eligibility

Employees have the right to request flexible working from “day one” of their employment. All requests from all employees will be given equal consideration and looked at in a fair and equitable manner.

Under the statutory scheme, an employee may only make 2 applications within any 12-month period to the same employer. Any further applications will be considered on a discretionary basis.

## 3. Making an application

Employees who wish to submit a flexible working application must do so in writing. Employees may complete an SFW1 form (see Appendix 2) or submit a letter or email containing the appropriate information as set out below. Applications must be submitted to the Headteacher in the first instance.

Applications submitted by email must be sent to [sarahmanning@galleywood.essex.sch.uk](mailto:sarahmanning@galleywood.essex.sch.uk)

The right to request flexible working legislation requires that employees must include the following information in their application:

- State that it is a statutory request for flexible working;
- State the date of the application, set out the change to working conditions requested and the date they wish it to become effective;
- If and when a previous flexible working request has been made
- State if they are making their request in relation to the Equality Act 2010, for example, as a reasonable adjustment for a disability.

A flexible working application is taken as made on the day it is received by the employer.

If an employee's request for flexible working does not contain the required information, the employee's line manager should explain to the employee what additional or amended information needs to be provided and ask the employee to resubmit their request.

#### **4. Timing of applications**

Under the statutory scheme there is no set notice period for making a request. The law requires the consideration process to be completed within 2 months of first receiving the request, including any appeal. Therefore, the proposed date for the change to take effect should allow time for the application to be considered and implemented.

Employees are encouraged to submit requests during normal school term times. Where a request is received shortly before or during a school closure period, an extension to the 2-month period will be sought to ensure the request can be carefully considered and to allow adequate time for the process to be concluded.

If for some other reason the request cannot be dealt within 2 months, then an extension to this time limit can be agreed between the employer and the employee. Any such extension will be confirmed in writing.

An employee who is thinking about changing their working pattern should discuss the possibility of doing so with their Headteacher /line manager as soon as possible.

If an employee would like the change to their working arrangements to commence after a period of leave (e.g. maternity leave) they should make the application in good time and, wherever possible, mention it to their Headteacher or line manager before they commence their leave.

#### **5. Flexible working request process**

A flowchart showing an overview of the process is available at Appendix 1.

##### **5.1 Discussing the request**

On receipt of a request, the Headteacher/manager will arrange to discuss the request with the employee as soon as possible so that their application can be properly and fairly considered. This will normally be in a meeting or by another method agreed with the employee.

The discussion will provide an opportunity to explore the desired work pattern in depth and how it might be accommodated.

It may be necessary to discuss other viable alternative working arrangements if there are problems in accommodating the employee's exact requested pattern/arrangements as outlined in their application.

A discussion may not always be needed, for example when an employer is happy to accept a request, but it may be helpful to discuss a request with an employee anyway to confirm how the proposed working arrangements will work in practice and clarify any outstanding practical considerations.

If the employer is minded to reject the request, a meeting will always be held to consult the employee before making a decision.

The employee may invite their trade union representative to the meeting.

##### **5.2 The decision**

The Headteacher/line manager will consider all requests fairly and equitably considering all the individual circumstances and operational needs.

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.

The duty upon the employer is to consider requests for flexible working. There is no obligation to accept such requests; however, applications will only be rejected for a valid reason as set out at section 5.2.2. below.

### **5.2.1 Request agreed**

If after the discussion/meeting with the employee, the headteacher/line manager agrees to the proposal (or an alternative arrangement which has been discussed and agreed with the employee) the employee will be notified in writing or on the flexible working acceptance form (Form SFW2 – see Appendix 3) of the variation that has been agreed and the date on which it will take effect as soon as is reasonably practicable after the meeting.

If the variation requires new / amended contractual/payroll documentation this will be provided to the employee, wherever possible before the variation takes effect.

#### **(i) A permanent change**

A new working pattern/arrangement will be a permanent change. There is no statutory right to revert to any former working arrangements. There may be occasions where an employee makes a request for a permanent change to their working pattern / arrangements under this policy and during the discussion with the employee an agreement is made that the new working pattern/arrangement will be for a temporary/trial period.

In such circumstances, the Headteacher/line manager will confirm the period that the new arrangement will apply in their letter confirming the outcome of the request or on form SFW2.

If the request is granted for a temporary or trial period, the headteacher/line manager will normally set review points at which the new arrangements can be reviewed and discussed, and any necessary adjustments can be made. Unless otherwise agreed, the employee will revert to their original working pattern/arrangement at the end of the temporary or trial period.

#### **(ii) Request for temporary changes**

Where an employee specifically requests a temporary change to their working patterns/arrangements (i.e. the employee will be returning to their previous working arrangements after a specified event or period) this falls outside the scope of the flexible working legislation. Such requests will be considered outside this policy and if the temporary change can be accommodated the employee will be issued with confirmation of the temporary variation to their terms and conditions. Unless otherwise agreed, the employee will then revert to their original working pattern/arrangement at the end of the temporary or trial period. If the request cannot be agreed, the employee will be notified and there will be no right of appeal.

Any temporary requests which have been agreed will not count as a formal flexible working application and therefore if a subsequent request for a permanent change to working patterns/arrangements is made it will be considered under the procedure set out in this policy.

### **5.2.2 Request denied**

All requests to work flexibly will be considered objectively and requests will only be refused where there is a valid ground. The valid grounds for rejecting a request are as follows:

- The burden of additional costs
- Detrimental effect on ability to meet customer demands
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work

- Planned structural changes

If the headteacher/line manager is unable to agree to the request, they will consult the employee before rejecting the request. The employee may invite their union rep to the meeting. Where the decision is then made to reject the request, the flexible working rejection form (SFW3 – see Appendix 4) will be completed and provided to the employee as soon as reasonably practicable with an explanation of grounds for refusal, explaining why they apply in the circumstances, and setting out the appeal procedure (or a letter setting out the appropriate information if form SFW3 is not being used).

### 5.3 Appeal

Where an employee is dissatisfied with the decision they may appeal. The appeal must be submitted in writing to the Headteacher within 5 working days of the date of notification of the decision, setting out the grounds of the appeal.

The person/body who will hear the appeal will depend on who made the initial decision:

Initial decision:	Appeal heard by:
Line manager (other than Headteacher)	Headteacher
Headteacher	Deputed Governor or appropriate Governing Board Committee

The person/body considering the appeal will convene an appeal meeting as soon as possible after receiving the employee's written notice of appeal. This meeting will provide an opportunity for the employee to explain their application and reasons for appeal. The person who made the initial decision will also be present at the meeting to explain the reasons behind the decision.

As soon as possible after the appeal meeting (and normally within 3 working days unless otherwise agreed) the employee will be notified in writing of the outcome of the appeal (see SFW4 part B at Appendix 5). There is no further right of appeal.

### 6. Right to be accompanied

An employee may choose to be accompanied at the initial discussion/meeting and any appeal meeting by a work colleague of their choice or by a trade union representative. The companion may address the meeting and confer with the employee during the discussion/meeting but will not be permitted to answer questions on the employee's behalf.

If an employee's chosen companion is unavailable at the time proposed for a meeting, then the employer may postpone the meeting to an alternative agreed time. The new agreed time should be as soon as possible and normally within 7 days beginning after the day initially proposed by the employer.

### 7. Withdrawal of requests

An employee who withdraws their application will be eligible to make 1 further application within 12 months from the date their application was made. Confirmation of the withdrawal must be made in writing to the Headteacher/line manager.

Where a meeting has been arranged to discuss the request, if an employee cannot attend the meeting the employee must contact the headteacher or line manager as soon as possible to explain the reason they cannot attend. The meeting will be re-arranged at the next mutually convenient time. An employee who fails to attend a meeting and any subsequently rearranged one without a reasonable explanation will be treated as having withdrawn their application. The Headteacher/line manager will consider the reasons for the employee failing to

attend both meetings before reaching any decision to consider their application withdrawn. In such circumstances, the Headteacher/line manager will write to the employee confirming that their application is considered withdrawn.

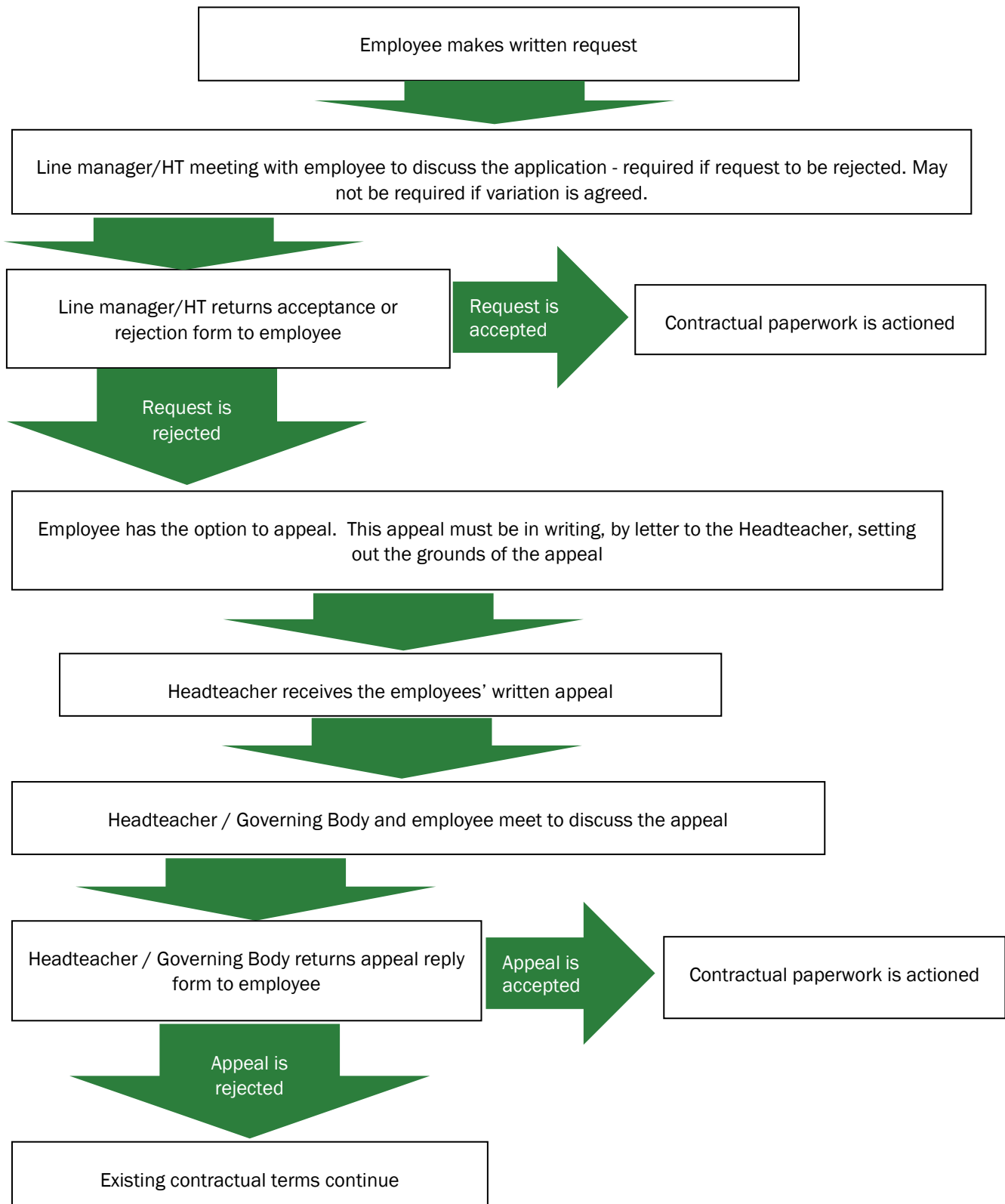
## **8. Record keeping and Data Protection**

The school processes personal data collected during the flexible working application process (including written records of meetings held under the process) in accordance with its data protection policy. In particular, data collected from the point at which the school receives a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the flexible working request. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

In appropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

## Appendix 1 Flexible Working process overview

To be completed within 2 months of receipt of application (unless extension agreed)





## Appendix 2 Flexible working application form SFW1

This form should be used to make an application to work flexibly.

### Part A – to be completed by employee

Name:	
Post:	

I would like to apply to change my working pattern/arrangements on a permanent basis. I confirm that I meet the eligibility criteria as follows:

I have not made more than 2 flexible working requests under this right during the past 12 months

If I have made a request/s within the last 12 months, the previous date was \_\_\_\_\_

If you are making this request in relation to the Equality Act 2010, for example, as a reasonable adjustment for a disability, please tick this box.

Signed:	
Print Name:	
Date:	

### Part B – to be completed by employee

Describe your current working pattern (days, hours, times worked):

Describe the working pattern you would like in future (days, hours, time worked):	
I would like the working pattern to commence from:	

**Part C – to be completed by the headteacher / manager**

Employee's Name:	
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I confirm that I have received your request to change your working pattern on ..... (Enter date).  
 I shall be arranging a meeting with you to discuss your application in due course. In the meantime, you might wish to consider whether you would like to be accompanied at this meeting by another employee or a trade union representative.

Signed:	
Print Name:	
Date:	

**Part D – to be completed by line manager if employee withdraws their application to apply**

Employee's Name:	
------------------	--

I confirm that I have received notice that you wish to withdraw your flexible working application which you submitted to me on ..... (enter date).  
 Under our legal duty to consider flexible working requests, no more than 2 requests will be considered in a 12-month period.

Signed:	
Print Name:	
Date:	

### Appendix 3 Flexible working acceptance form SFW2

To be completed by the employer if application is accepted.

Employee's Name:	
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Following receipt of your application and our discussion on ..... (Enter date) I have considered your request for flexible working.

I am pleased to confirm that I can agree to your application

I am unable to agree to your original request. However, I can offer the alternative pattern which we have discussed, and you agreed would be suitable to you.

Your new working pattern will be as follows:

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Your new working arrangement will begin from:	
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The change in your working pattern will be a permanent change to your terms and conditions of employment and you have no right in law to revert to your previous working pattern other than if a further eligible flexible working request is accepted. .

If a temporary/trial contract variation has been agreed during our discussion details are shown below:

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NB: Your new contractual paperwork will be sent to you shortly.

If you have any questions on the information provided on this form, please contact me to discuss them as soon as possible.

Signed:	
Print Name:	
Date:	

## Appendix 4 Flexible working refusal form SFW3

To be completed by employer if application is refused.

Employee's Name:	
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Following receipt of your application and our discussion on ..... (Enter date) I have considered your request for a new working pattern/arrangement.

After careful consideration I am sorry to advise you that I am unable to accommodate your request on the following business ground(s):

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The grounds apply in your circumstances because:

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If you wish to appeal against this decision, you must do so within 5 working days of the date of this notification (enter date). Your appeal should be in writing, to the Headteacher and must clearly set out your grounds of appeal.

NB: You may wish to consider whether you wish to be accompanied at your appeal meeting by a work colleague or trade union representative.

Signed:	
Print Name:	
Date:	

## Appendix 5 Flexible working appeal outcome form SFW4

To be completed by Headteacher/Governor or Chair of Governing Body Committee

Dear

Following our meeting on ..... (enter date) I/we have considered your appeal against the decision to refuse your flexible working application.

Complete Part A or B as appropriate:

### Part A

I accept your appeal against the decision. Your request to change your working pattern has been agreed as follows:

Your new working arrangements will begin from:

The change in your working pattern will be a permanent change to your terms and conditions of employment.

NB Your contractual paperwork will be sent to you shortly.

To be signed by the Headteacher/Governor or Chair of Governing Body Committee who has made the Appeal decision.

Signed:	
Print Name:	
Date:	

**Part B**

After careful consideration I am sorry to advise you that we are unable to allow your appeal on the following ground(s), or for the following reasons:

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Please continue a separate sheet if necessary.

To be signed by the Headteacher/ /Governor or Chair of Governing Body Committee who has made the Appeal decision.

Signed:	
Print Name:	
Date:	

This decision is final, there is no further right of appeal.