



**Thurlaston CE (Aided) Primary School**  
Teaching and Living the Christian Way of Life  
Building Our Lives on Jesus

# Flexible Working Policy

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## **1. Scope**

The procedure detailed below applies to all employees wishing to make a request to work flexibly either informally or, under the statutory right to request flexible working. It provides a fair and consistent method of dealing with flexible working requests.

The Local Authority has the right to be represented at any hearings and this will normally be a member of the LTS HR team acting in an advisory capacity. The panel must consider any advice offered by the Local Authority when making their decision.

This policy does not form part of employees' terms and conditions of employment and therefore may be subject to change at the discretion of the Trust/Governing Body.

## **2. Definition of 'Flexible Working'**

Under the Flexible Working Regulations, an employee can request to change their working pattern. The term 'flexible working' describes a range of working patterns:

### **Job Sharing**

Two people do one job and split the hours.

### **Working from Home**

Whilst opportunities to work from home are extremely limited in school settings in particular for classroom-based staff, it might be possible to do some or all of the work from home or anywhere else other than the normal place of work, for instance PPA time.

### **Fixed Location Employees**

Home working won't be possible for student facing staff or those whose work is carried out in a fixed location / place of work. Examples include library staff, kitchen staff, reception staff, teachers, class support staff and office staff where some, or all of their duties must be performed in a specific location. The location of work is decided by their role, job, contract or by the task at hand which usually only occurs in one location for each employee but could be in varied locations (e.g. staff who work across more than one school or teachers who take marking home to complete).

### **Hybrid Working**

These employees are autonomous, fully flexible and able to undertake the majority of their role independent of a fixed location by working digitally and mostly with portable equipment. They have a contractual base of work which they attend by need but may also work remotely on occasion.

### **Part Time**

Working less than full-time hours (usually by working fewer or shorter days).

### **Compressed Hours**

Working full-time hours but over fewer days.

## **Flexitime**

The employee chooses when to start and end work (within agreed limits) but works certain 'core hours', for example 10am to 4pm every day.

## **Annualised Hours**

The employee is required to work a certain number of hours over the year but they have some flexibility about when they work. There are sometimes 'core hours' which the employee regularly works each week, and they work the rest of their hours flexibly or when there's extra demand at work.

## **Staggered Hours**

The employee has different start, finish and break times from other workers.

## **Phased Retirement**

Default retirement age has been phased out and older workers can choose when they want to retire. This means they can reduce their hours, access their pension and work part time.

## **3. Eligibility Criteria**

The statutory right to request flexible working applies to all employees who, at the time of application have not already submitted two previous applications (to work flexibly under the statutory scheme) within the previous 12 months. Managers are encouraged to discuss flexible working requirements with an employee during the recruitment process and to consider any requests from the first day of employment as well as discuss needs and working patterns informally throughout the year.

## **4. Application Process**

Employees may find it helpful to speak to their trade union representative or manager prior to submitting their request. Managers and Trade Union representatives will be able to provide support and advice on the process. An employee wishing to formally request a change to their working arrangements must provide the following information in writing, using the [Flexible Working Application Form](#) and include:

1. The date the application is being made and confirmation that the request is being made under the statutory right to request flexible working.
2. The change in working arrangements being requested (including whether the change is requested on a permanent or temporary basis).
3. The date on which the employee would like the proposed change to become effective.
4. Whether the request is in relation to the Equality Act 2010 (e.g. as a reasonable adjustment for a disability).
5. Whether any previous flexible working application/s have been made by the employee in the last twelve months and, if so, when.

## 5. Timings and Process

The employee will submit their completed application form to their manager. On receipt of the request, the manager will send a letter of acknowledgement to the employee inviting them to discuss the request as soon as possible, but usually within 28 days. This discussion does not need to be face-to-face and can take place virtually or, by telephone if the employee is in agreement. Whilst not absolutely necessary, both the manager and the employee might find it useful to discuss the details of how the new working pattern might impact the school and how, in their opinion, this can be managed and/or any negative impacts can be mitigated.

The consideration process, including the outcome of any appeal, **must be completed within two months of the request being received in writing** by the manager. This time limit can be extended, if needed providing all parties agree.

The employee may be accompanied by a work colleague or Trade Union representative at any meetings.

## 6. Contractual Change

Any change to the employee's terms and conditions will be on a permanent basis unless agreed otherwise.

A variation to contract letter will be issued to the employee. This variation to contract letter must be signed by the employee and a copy returned to the school for their records.

## 7. Grounds for Declining a Request

Applications can only be declined for one or more of the following business reasons:

- Burden of additional cost.
- Detrimental effect on the School's ability to meet 'customer' demands (e.g. inability to reorganise an employee's timetable or work schedule without having an adverse impact on colleagues/pupils).
- Inability to reorganise work amongst existing staff.
- Inability to recruit additional staff.
- Detrimental impact on quality (e.g. on teaching and learning).
- Detrimental impact on performance.
- Insufficiency of work during the periods the employee proposes to work.
- Planned structural changes.

## 8. Right of Appeal

An employee has the right to appeal against the decision if their request for flexible working request has been declined. Employees will be made aware of their right of appeal at the time they are provided with the outcome of their application.

All appeals will be dealt with in line with the School's Appeal Policy.

The appeal will be heard and completed within two months of the date on which the employee submitted their flexible working application, unless an extension has been agreed with the employee and confirmed in writing, outlining the reasons for the delay.



# Flexible Working Application Form

(App A)

<b>Name:</b>	
<b>Job Title:</b>	

**Are you making this request under the statutory right to request flexible working? YES/NO**

**Have you made any flexible working requests in the past 12 months? YES/NO**

**Date of last flexible working request submitted: .....**

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

(Please continue a separate sheet of paper if necessary)

**Describe the working pattern you would like to work in future (days/hours/times worked):**

(Please continue a separate sheet of paper if necessary)

**When would you like the new working pattern to commence?**

**I understand that, if agreed, this request will result in a permanent change to my terms and conditions of employment unless agreed otherwise.**

<b>Signed:</b>	
<b>Date:</b>	