



Flexible working policy

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1 Policy statement

- 1.1 We are committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. We recognise that, in addition to helping balance work and personal lives, flexible working can raise staff morale, reduce absenteeism, and improve our retention of staff.
- 1.2 This policy gives eligible employees an opportunity to formally request a change to their working pattern in accordance with the statutory procedure for such requests. It also allows any employee to make such a request informally without following the statutory procedure.
- 1.3 Through this policy we will accommodate flexible working where possible, giving careful consideration to, and assessment of the effect of, the requested change on the effective running of the First Federation Trust for the benefit of the pupils. Where granting flexible working would impact on that, requests may not be granted. Requests will be handled in a reasonable manner and appropriate consultation will take place with employees.
- 1.4 No-one who makes a request for flexible working or intends to make such a request will be subjected to any detriment or lose any career development opportunities as a result.
- 1.5 All requests will be handled appropriately and will not discriminate unlawfully against any employee in relation to any of the protected characteristics set out in the Equality Act 2010. Any requests for a reasonable adjustment relating to an employee's disability should be dealt with separately rather than as a flexible working request.
- 1.6 This policy has been implemented following consultation with staff and recognised trade unions. The governing board adopted this policy on 20th March 2025.
- 1.7 This policy does not form part of any employee's contract of employment and it may be amended at any time following consultation.

2 Scope and purpose of the policy

- 2.1 This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.
- 2.2 Employees have a statutory right to request flexible working from day one of their employment. That right is recognised by the formal procedure in this policy. The criteria for deciding who is eligible to follow the formal procedure are set out in paragraph 5.
- 2.3 Any employee interested in flexible working can request an informal meeting with their line manager or a member of the Trust Senior Leadership Team to discuss their eligibility, the different options and the effect of their proposed work pattern on colleagues and service delivery before submitting a formal or informal request.

3 Responsibility for implementing the policy

- 3.1 The First Federation Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Trust has

delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director or People and Operations.

4 Forms of flexible working

4.1 Flexible working can incorporate a number of possible changes to working arrangements:

4.1.1 reduction or variation of working hours;

4.1.2 reduction or variation of the days worked; and/or

4.1.3 working from a different location (for example, from home).

4.2 Such changes may also involve starting a job share; working a set number of hours a year, rather than a week (annualised hours); working from home (whether for all or part of the week); working only during term-time (part-year working); working compressed hours; working flexi-time. Some of these arrangements may not be possible due to the nature of the work undertaken by the employee making the request but decisions will be made in consultation with employees.

4.3 Employees should be aware that changes to working hours will affect pay and other benefits, for example pension, annual leave entitlement.

5 Eligibility for the formal right to request procedure

5.1 Requests under the formal procedure set out in paragraph 6 to paragraph 9 of this policy can only be made by employees who meet the criteria set out below.

5.2 To be eligible to make a request under the formal procedure, you must:

5.2.1 be an employee.

5.2.2 not have already made two formal requests to work flexibly during the last 12 months; and

5.2.3 only have one live request for flexible working at any one time.

5.3 A request will be considered as live unless any of the following apply:

5.3.1 A decision on the request has been made by the employer.

5.3.2 the request has been withdrawn;

5.3.3 an outcome to the request has been mutually agreed by the employer and employee; or

5.3.4 the statutory timeframe to respond to the request has expired without a decision, withdrawal or a mutually agreeable outcome. It is envisaged this will only happen in rare and exceptional circumstances and the Trust will always endeavour to comply with statutory deadlines.

- 5.4 A request continues to be live during any appeal or any extension to the procedure that an employer and employee have agreed.

6 Making a formal flexible working request

- 6.1 You will need to submit a written application (appendix 2) if you would like your flexible working request to be considered under the formal procedure. Once we have received a request, we will consider it.

- 6.2 Your written and dated application should be submitted to your line manager who will then discuss the application with a member of the Trust Senior Leadership Team and, in order to meet the requirements of the formal procedure and to help them to consider your request, should:

6.2.1 state that it is a statutory flexible working request;

6.2.2 any information you think will be relevant to allow an assessment to be made on the requested change for both the employer and the employee, such as the potential benefits or other impacts of accepting or rejecting it

6.2.3 provide as much information as you can about your current and desired working pattern, including working days, hours and start and finish times;

6.2.4 give the date from which you want your desired working pattern to start;

6.2.5 state whether you have made any previous formal requests for flexible working within the last 12 months and, if so, when; and

6.2.6 be submitted in good time and ideally at least two months before you wish the changes you are requesting to take effect.

- 6.3 We might be able to agree your proposal without the need for a meeting (which is the next stage of the formal procedure). If that is the case, we will write to you, confirming the decision and explaining the changes that will be made to your contract of employment.

- 6.4 If your proposal cannot be accommodated, discussion between you, your line manager and/or a member of the Trust Senior Leadership Team may result in an alternative working pattern that can assist you.

7 Formal procedure: meeting

- 7.1 Where necessary, your line manager and/or a member of the Trust Senior Leadership Team will arrange to meet with you. The meeting will be held within 14 days of the Trust receiving your formal written request. We will inform you if there is a delay in arranging this meeting and extend this time limit with the agreement of both parties. The member of the Trust Senior Leadership Team may discuss your request with your line manager and make any necessary enquiries regarding your proposals prior to the meeting.

- 7.2 You may bring a companion to the meeting if you wish who may be your trade union representative or a work colleague. Your companion will be entitled to speak during the meeting and confer privately with you but may not answer questions on your behalf.

- 7.3 You will be given advance notice of the time, date and place of the meeting. If the initial date is problematic, then one further date will be proposed. The meeting will take place in private and can be held in person or remotely via online video conferencing, or where neither are possible, via telephone call. The content of the meeting and the way it is conducted should allow a reasonable discussion and consideration of the request. An accurate record of the discussion will be kept in writing.
- 7.4 The meeting will be used to discuss the working arrangements you have requested. During the meeting we will jointly consider and discuss any alternative flexible working options that may be available and suitable for both you and the organisation if the original request cannot be met.
- 7.5 If the employee fails to attend a meeting and then fails to attend a rearranged meeting without good reason, their request will be deemed to have been withdrawn.

8 Formal procedure: decision

- 8.1 Following the meeting, the member of the Trust Senior Leadership Team will consider your request carefully and notify you of the decision in writing (appendix 3/4) within 7 days.
- 8.2 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 patterns.
- 8.3 If your request is accepted, the member of the Trust Senior Leadership Team will discuss with you how and when the changes might best be implemented and will confirm these in writing. Such confirmation will include details of the new working arrangements, details of any trial period, an explanation of changes to your contract of employment and the date on which they will commence. You will be asked to sign and return a copy of the letter. This will be placed on your personnel file to confirm the variation to your terms of employment. There may also be some additional practical matters, such as arrangements for handing over work, that your line manager **OR** a member of the Trust Senior Leadership Team will discuss with you.
- 8.4 The member of the Trust Senior Leadership Team may suggest starting new working arrangements under an initial trial period to ensure that they meet your needs and those of your school/team. We will set a review date to meet with you again shortly before the end of the trial period to discuss how the new arrangements are working.
- 8.5 Unless otherwise agreed (and subject to any agreed trial period) changes to your terms of employment will be permanent. You will only be able to make one other formal request until 12 months after the date of your most recent request.
- 8.6 If your line manager needs more time to make a decision, they will discuss this with you. For example, they may need time to investigate how your request can be accommodated or to consult several members of staff.
- 8.7 There will be circumstances where, due to business and operational requirements, we are unable to agree to a request. In these circumstances, the member of the Trust Senior Leadership Team will write to you:

- 8.7.1 giving the business reason(s) for turning down your application;
 - 8.7.2 explaining why the business reasons apply in your case; and
 - 8.7.3 setting out the appeal procedure.
- 8.8 If we reject a request, it will be for one or more of the following eight business reasons:
- 8.8.1 the burden of additional costs.
 - 8.8.2 detrimental effect on ability to meet pupil and/or Trust demand.
 - 8.8.3 inability to reorganise work among existing staff.
 - 8.8.4 inability to recruit additional staff.
 - 8.8.5 detrimental impact on quality.
 - 8.8.6 detrimental impact on performance.
 - 8.8.7 insufficiency of work during the periods that you propose to work; and
 - 8.8.8 planned changes.
- 8.9 We will also set out such additional information as is reasonable to help explain the decision.

9 Formal procedure: appeal

- 9.1 You may appeal against the decision (appendix 5) if your request is rejected, or an alternative arrangement from the one you requested is offered. For example, this may be on the grounds that new information is now available that was not available to be considered or if you feel your request was not handled reasonably in line with this policy.
- 9.2 Your appeal must:
- 9.2.1 be in writing and dated.
 - 9.2.2 set out the grounds on which you are appealing; and
 - 9.2.3 be sent to the Director of People & Operations within 14 days of the date on which you received the written rejection of your request.
- 9.3 We will arrange for a meeting to take place within 14 days following receipt of your appeal. The meeting will be held at a convenient time for all those attending and, as at the meeting that considered your request, you may be accompanied by a companion who may be your trade union representative or another work colleague.
- 9.4 An Appeal Panel will be selected, specifically for the appeal, from our senior management team/board of Directors who have not been previously involved in considering your request.

- 9.5 You will be informed in writing of the Appeal Panel's decision within 7 days following the appeal meeting (appendix 6).
- 9.6 If your appeal is upheld, you will be advised of your new working arrangements, details of any trial period, an explanation of changes to your contract of employment and the date on which they will commence. You will be asked to sign and return a copy of the letter. This will be placed on your personnel file to confirm the variation to your terms of employment. There may also be some additional practical matters, such as arrangements for handing over work, that your line manager **OR** a member of the Trust Senior Leadership Team will discuss with you.
- 9.7 You should be aware that changes to your terms of employment will be permanent and you will only be able to make one other formal request until 12 months after the date of your original application.
- 9.8 If your appeal is rejected, the written decision will give the business reason(s) for the decision and explain why the reason(s) apply in your case. You will only be able to make one other formal request until 12 months after the date of your original application.

10 Timescales

- 10.1 Requests will be dealt with within a period of two months from first receipt to notification of the decision on appeal.
- 10.2 As a guide and to help ensure that requests are dealt with within this timescale:
- 10.2.1 a meeting will normally be held with you within 14 working days of your request being received.
 - 10.2.2 you will normally be informed in writing of the decision within 7 days of the meeting; and
 - 10.2.3 where an appeal is lodged, an appeal meeting will normally take place within 14 days of receipt of the appeal and the outcome will be notified in writing within 7 days of the meeting.
- 10.3 However, there may be exceptional occasions when it is not possible to complete the procedure within these time limits. Where an extension of time is agreed with you, your line manager or a member of the Trust Senior Leadership Team will write to you confirming the extension and the date on which it will end.
- 10.4 If you withdraw a formal request for flexible working (appendix 7), you will only be eligible to make one other formal request for 12 months from the date of your original request.
- 10.5 In certain circumstances, a request made under the formal procedure will be treated as withdrawn. This will occur if:
- 10.5.1 you fail to attend a meeting and a re-arranged meeting, or an appeal meeting and a re-arranged appeal meeting, without good cause; or

10.5.2 you unreasonably refuse to provide information we require to consider your request, without good cause.

In such circumstances, the member of the Trust Senior Leadership Team will write to you confirming that the request has been treated as withdrawn.

11 Making an informal flexible working request

11.1 Employees who are ineligible to make a formal request as they have already made two requests within the last 12 months, and who wish to make an informal request for flexible working may make a request to their line manager **OR** a member of the Trust Senior Leadership Team who will consider it according to our business and operational requirements.

11.2 It will help your line manager **OR** a member of the Trust Senior Leadership Team to consider your request if you:

11.2.1 make your request in writing and confirm whether you wish any change to your current working pattern to be temporary or permanent.

11.2.2 provide as much information as you can about your current and desired working pattern, including working days, hours and start and finish times, and give the date from which you want your desired working pattern to start.

11.3 Your line manager **OR** a member of the Trust Senior Leadership Team will advise you what steps will be taken to consider your request, which may include inviting you to attend a meeting, before advising you of the outcome of your request and the impact on your contract of employment.

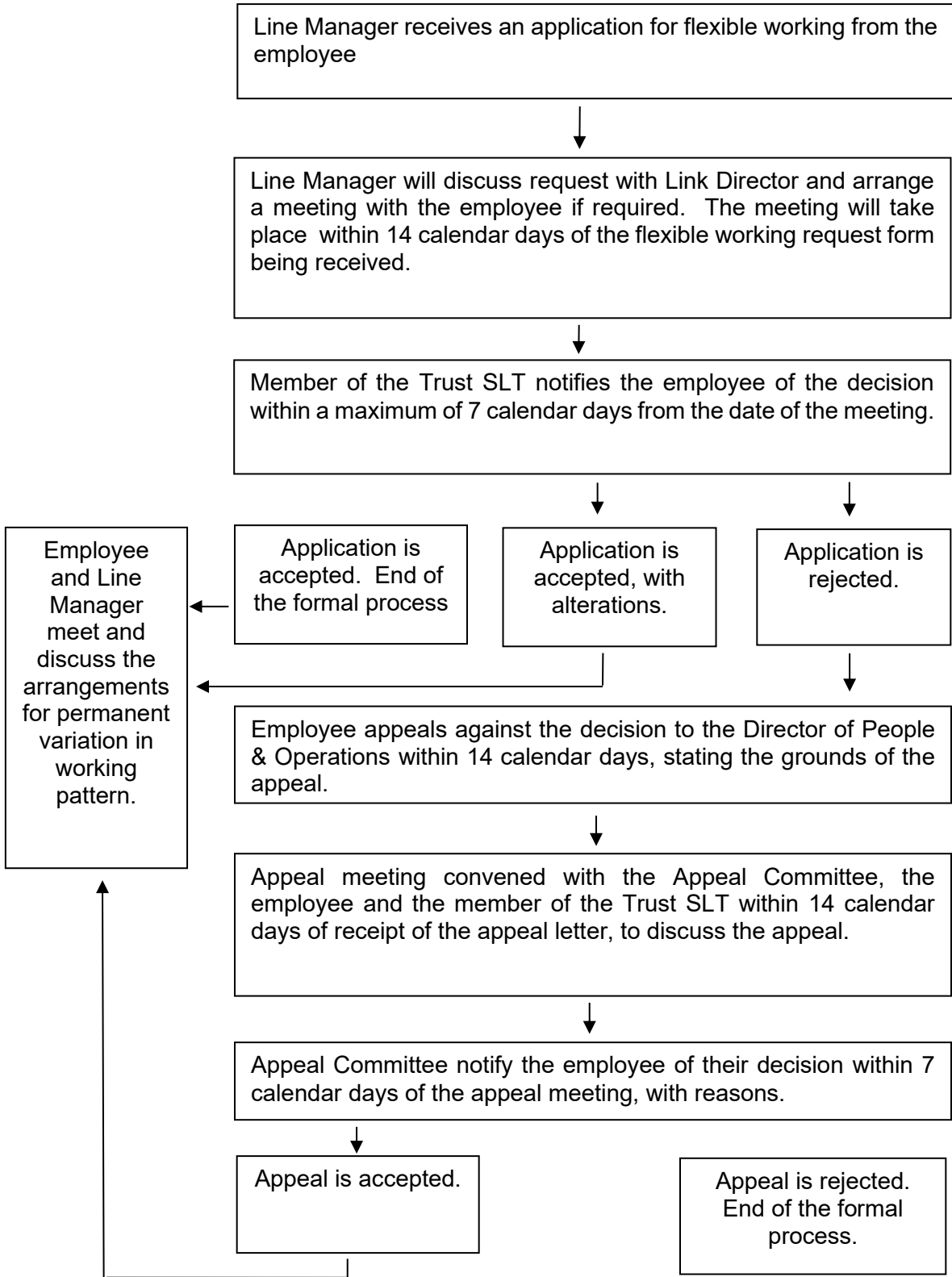
12 Retention and data protection

As part of the application of this policy, the First Federation Trust may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. Records will be kept in accordance with our Workforce Privacy Notice, our Record Retention and Deletion Policy and in line with the requirements of the **Data Protection Legislation**.

13 Review of the policy

This policy is reviewed annually by the Trust Board in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Appendix 1 - Flexible Working Request Flow Chart



Appendix 2 - Flexible Working Request Form

Personal Details	
Employee Name:	
Line Manager:	School:
Payroll Number:	NI Number:
Work Pattern Details	
Detail your current contractual hours including the number of weeks per annum you are contracted to work:	
Describe the new contractual variation that you would like the Trust to consider:	
Detail when you would like the new contractual variation implemented (date):	
I confirm that during the last 12 months I have madeflexible working requests. <i>(Please note only 2 requests can be made within a 12 month period)</i>	
Employee Signature:	Date:
NOW PASS THIS REQUEST TO YOUR LINE MANAGER	
Confirmation of Receipt (to be completed and returned to employee)	
Dear:	
I confirm that I received your flexible working request on (date):	
A meeting will be arranged if required to discuss your application within 14 working days following this date. In the meantime, you might want to consider whether you would like trade union representative or work colleague to accompany you at the meeting.	
From:	
Signature (on behalf of the Trust):	Date:

Appendix 3 - Flexible Working Request Acceptance Form

Dear:Assignment Number:

Following receipt of your request and our meeting on.....(date):

I have considered your Flexible Working Request:

I am pleased to confirm that I am able to accommodate your application.

I am unable to accommodate your original request. However, I am able to offer the following alternative, which we have discussed and you agreed, would be suitable to you.

The variation to your contract of employment will be as follows:

.....
.....
.....
.....

The contractual variation will begin from (date):

Signature (on behalf of The Trust): Date:.....

SEND FORM TO EMPLOYEE FOR SIGNATURE

Please note that unless otherwise stated the change will be a permanent change to the terms and conditions of employment and you have no right to revert back to your previous contract of employment.

Name (Employee): Date:

Signature:

NOW RETURN THIS FORM TO THE HR DEPARTMENT

Appendix 4 - Flexible Working Request Rejection Form

Dear: Payroll Number:

Following receipt of your request and our meeting on: (date).

I have considered your Flexible Working Request.

I am sorry but I am unable to accommodate your request for the following business ground(s):

.....
.....
.....
.....

The grounds apply in the circumstances because:

.....
.....
.....
.....

Note: You should explain why any other work patterns you may have discussed at the meeting are also inappropriate. Please continue on a blank sheet if necessary.

You have the right to appeal against my decision. Details of the appeal procedure are set out below.

Name:..... Date:.....

Signature (on behalf of the Trust):

The Appeal Process

TO THE EMPLOYEE

If your request for flexible working has been turned down, you have the right to appeal against the decision. If you wish to appeal, you must write to the Director of People & Operations, setting out the grounds for your appeal, within 14 calendar days after receiving written notice of their decision.

Appendix 5 - Flexible Working Request Appeal Form

Dear:

I wish to appeal against your decision to refuse my request for flexible working.

I am appealing on the following grounds:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

(Please continue on a blank sheet if necessary)

Signed: Date:.....

Name:..... Payroll Number:.....

School:

NOW RETURN THIS FORM TO THE DIRECTOR OF PEOPLE & OPERATIONS

Appendix 6 - Flexible Working Appeal Outcome Form

Dear:	Payroll Number:
Following our meeting on:.....(date)	
The Appeal Committee has considered your appeal against the decision to refuse your Flexible Working Request application.	

The Committee's decision is to accept your appeal against the decision. I am therefore able to accommodate your original request to vary your contract of employment as follows:
The variation to your contract of employment will begin from:.....(date).

Please note that the change will be a permanent change to your contract of employment and you have no automatic right to revert back.

The Committee's decision is to reject your appeal for the following ground(s):
--

The grounds apply because:
Please continue on a separate sheet if necessary

Signed:..... Date:
Name:.....

Appendix 7 - Flexible Working Notice of Withdrawal Form

Dear:

I wish to withdraw my application to work flexibly which I submitted to you on..... (date).

I understand that I am only able to submit one further application within twelve months after the above date.

Name: Date:

Signature:

NOW RETURN THIS FORM TO YOUR LINE MANAGER

Confirmation of Withdrawal

(to be completed by the Line Manager and returned to employee)

Dear:

I confirm that I have received notice that you wish to withdraw your application for flexible working which you submitted to me on:

Under the right to apply, you will only be able to submit one further application within twelve months after the above date.

Name: Date:

Signature: