



Addison Gardens
Blythe Road
London W14 0DT

Addison Primary School



Flexible Working Policy

Approved
Summer 2025



Governors and senior leaders are committed to providing a safe and efficient working environment for all staff. Staff are encouraged to discuss openly and honestly with their line manager/Head Teacher working practices and personal effectiveness. Where possible, staff requests will be facilitated i.e. Attendance at own child's school/significant life events, PPA taken off-site etc... this is to support staff well-being.

This policy formalizes the supportive approach taken at school.

1. Statement

- a) This Flexible Working Policy outlines the way employees are able to request a change to their working pattern. The Head Teacher will try to facilitate requests unless they cannot be accommodated for business or operational reasons.
- b) No one who makes a request for flexible working will be subjected to any detriment or lose any career development opportunities as a result.
- c) This policy does not apply to agency workers, self-employed contractors, short-term temporary or supply staff.
- d) This policy does not form part of any employee's contract of employment and may be amended at any time.
- e) Employees may wish to discuss the possibility of flexible working informally with the Head Teacher before making a formal request.

2. Forms of Flexible Working

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works. It can incorporate a number of changes to working arrangements. Some examples are:

- a) Reduction or variation of working hours
- b) Reduction in the number of days worked each week
- c) Job share
- d) Compressed hours
- e) Home or Remote Working (RW)



3. Intent

- a) Post-COVID it is clear that it is possible to work in different ways than 'traditional' methods and these are beneficial to everyone involved – children's education, staff well-being, retention and recruitment, etc...
- b) All staff should be afforded the ability of RW where possible. This should be formalised via timetables and planning of the school calendar.
- c) There are difficulties in allowing this flexibility for staff that jobs are limited to 1 to 1 working or Support Staff but those difficulties should be addressed where possible and at the Head's discretion.
- d) It is easier for some staff to RW and transparency needs to exist.

4. Eligibility

To be eligible to make a request under this policy, an applicant must:

- a) Be an employee of the School;
- b) Have been employed continuously for 26 weeks at the date the request is made;
- c) Not have made a formal request to work flexibly during the last 12 months (each 12-month period runs from the date when the most recent application was made).

5. Making a Flexible Working Request

A written and dated application should be submitted to the Head Teacher and, in order to meet the requirements of the formal procedure and to help those considering the request, it must:

- a) Provide as much information as possible about the current and desired working pattern, including working days, hours and start and finish times, and give the date from which the employee wants the desired working pattern to start;
- b) Address the effect the desired changes to the employee's working pattern will have on the work that he/she does, that of colleagues and on the education of pupils. If there are any suggestions about dealing with any potentially negative effects, these should be included in the written application;
- c) Provide information to confirm that the employee meets the eligibility criteria set out in this policy;
- d) State whether the employee has made a previous formal request for flexible working and, if so, when;
- e) Ideally be submitted at least 2 months before the employee wishes the changes to take effect.



Those responsible for considering the request (Head/Governors) may be able to agree the proposal without the need for a meeting. In this case, the employee will receive written confirmation of such agreement which will explain the permanent (or temporary) changes that will be made to the employee's contract of employment.

If the proposal cannot be accommodated, discussion between the employee and the Head Teacher may result in an alternative working pattern being proposed that may assist the employee.

6. Meeting

- a) Where necessary, the Head Teacher will arrange to meet with the employee within 28 days of the application being submitted.
- b) The employee may bring a work place colleague or a trade union representative to the meeting as a companion. The companion will be entitled to speak during the meeting and confer privately with the employee, but may not answer questions on the employee's behalf.
- c) The meeting will be used to consider the working arrangements requested. The employee will be able to explain how the arrangements will accommodate their responsibilities. The employee will also be able to discuss what impact the proposed working arrangements will have on his/her work and that of colleagues or the department they work in. If the arrangements requested cannot be accommodated, discussion at the meeting will also provide an opportunity to explore possible alternative working arrangements.
- d) It may be suggested that the new working arrangements commence under an initial trial period of 3 months (or such other period as may be appropriate in the circumstances) to ensure that they meet the needs of the employee and those of his/her colleagues, before a decision is made to make the arrangement permanent.

7. Decision

- a) Following the meeting, the employee will be notified of the decision in writing within 14 days.
- b) If the flexible working request is accepted, or where an alternative is proposed to the arrangements, the employee will be notified of details of the new working arrangements.
- c) If those considering the application need more time to make a decision, they will speak to the employee with a view to seeking a further 14 days to make a decision.
- d) In the circumstances where, due to business and operational requirements, the School is unable to agree to a request, the employee will receive a written response covering:



- I. The School's reason(s) for refusing the application;
- II. Why these reasons apply and why the application has been refused;

7.1 An application for flexible working may be refused for one or more of the following reasons:

- a) The burden of additional costs;
- b) Detrimental effect on the education of the pupils;
- c) Inability to reorganise work among existing staff;
- d) Inability to recruit additional staff;
- e) Detrimental impact on quality;
- f) Detrimental impact on performance;
- g) Insufficiency of work during the periods that it is proposed that the employee work;
- h) Planned changes.

8. Trialling Flexible Working

- a) Where there is uncertainty about whether the flexible working arrangement is practicable, a trial period is likely to be agreed. This will allow sufficient time for the employee and the Head Teacher to try, implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.
- b) The School will provide the employee with a written document detailing their new working pattern as well as start and end dates of the temporary variation.
- c) The School reserves the right, at the end of the agreed trial period to require the employee to revert to their previous working arrangement.

9. Varying employee's Contract of Employment

- a) Where flexible working is agreed, a variation will be made to the employee's contract of employment. A contract variation letter will be sent to the employee within 28 of the change to the employee's new working pattern being agreed. There may also be some additional practical matters, such as arrangements for handing over work.
- b) If the employee has any questions or concerns about the new working practices, or anything else surrounding flexible working, they should contact their line manager or Head Teacher to discuss the matter further.



10. Appeals

- a) Employees have the right to appeal a flexible working decision.
- b) The flexible working appeals process will follow the appeals process and timescales as contained within the School's Grievance Policy. Normally the first stage of the appeal process is to the Head Teacher/decision maker. The second stage is to a panel of governors.
- c) The time scales for the appeal should be strictly followed in order to meet the three-month timescale for the request as per above. The outcome of the appeal will be communicated in writing to the employee.
- d) If without good reason, the employee fails to attend the appeal meeting or a rescheduled meeting, the request will be deemed to be withdrawn and this should be confirmed in writing.

Start date: Summer 2025

Review: Summer 2027

Appendix 1 - Flexible Working Application form

Part 1: Personal details

Name:

Job title:

Name of line manager:

Part 2: Details of your request

I would like to apply to work a flexible working pattern that is different to my current working pattern. I am making this application under the statutory right to request a flexible working pattern.



A. Current working pattern

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

B. Proposed working pattern

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

C. Anticipated commencement date of new working pattern When would you like the new working pattern to commence?

D. Impact of the new working pattern

I think this change in my working pattern will affect my employer and my colleagues as follows:

E. Accommodating the new working pattern

I think any effect on my employer and colleagues may be addressed as follows:

Part 3: Previous requests

Have you made a previous application for flexible working? (Yes/No):

If Yes on what date(s):

Part 4: Declaration

I confirm that I meet both of the eligibility criteria as follows:

- I have worked continuously as an employee of the School for the last 26 weeks
- I have not made a request to work flexibly under this right during the past 12 months

Signed:



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Date:

Appendix 2 – Model invite to meeting letter

<insert name> <Insert address>

<date>

Dear <name>

I am writing to you regarding the request you have made by way of the Flexible Working Application Form, dated <date>.

So that we can consider your request fully I would like to invite you to attend a meeting with <line Manager, myself> at <time> on <date> in <location>.).



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You may be accompanied at this meeting by a colleague or trade union representative if you wish.
You should make your own arrangements regarding representation.

Please confirm your attendance, and that of your representative (if applicable), to <name> by <date>.

Yours sincerely,

<Name> <Job title>

Appendix 3 – Model flexible working letter request accepted

Dear <name>

I am writing to you following our meeting on <date> to discuss your flexible working request dated <date>.

I am writing to confirm that we are able to accept your flexible working request and your new working pattern will be as follows and will commence as of <date>.

Working Days/Pattern: <insert>

New Salary: <insert if change required> Holiday Entitlement: <insert if change required> <insert any other details if required>



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Please note that the change in your working pattern will be a permanent change to your terms and conditions of employment. You may however submit a further Flexible Working Application to request a change to the arrangements after a 12-month period.

Please sign the duplicate copy of this letter to confirm your acceptance of the variation of your terms and conditions of employment.

Please do not hesitate to contact me should you have any queries.

Yours sincerely,

<Name>

<Job title>

.....

I accept this variation to my terms and conditions of employment

Name:

Date:

Appendix 4 – Model flexible working letter request rejected

Dear <name>

Following our meeting on <date> I am writing to inform you that your flexible working request unfortunately cannot be accommodated on the following ground(s):

- The burden of additional costs
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Detrimental effect on ability to meet customer demand



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Insufficiency of work during the periods the employee proposes to work
Planned structural changes

<Chose appropriate reason(s) above>

The grounds apply in these circumstances because: <Expand in detail the points relevant as stated above.>

In your application you proposed <e.g. a reduction in hours to X>. <Summarise what was requested>

[Outline any proposals that were explored as an alternative i.e. if 3 days were proposed were 4 days discussed etc.]

[Outline details of trial period if agreed.]

Therefore, due to the school not being able to accommodate your flexible working request I can confirm that you are due to return to work for your full contractual hours on <date>.

OR

Therefore, due to the school not being able to accommodate your flexible working request I can confirm that you are required to continue working your current contractual hours.

If you are dissatisfied with the decision made in respect of your application to work flexibly, you can appeal using the grievance appeal process (a copy of the School's Grievance Policy is enclosed).

Please do not hesitate to contact me should you have any queries. If you wish to appeal this decision you should do so within ten working days outlining your reasons. Your letter should be sent to the Chair of Governors.

Yours sincerely,

<Name> <Job title>