



Windsor Academy Trust

Flexible Working Policy

Flexible Working Policy	
Responsible Committee:	Windsor Academy Trust, Board of Directors
Date revised by Board of Directors:	July 2018
Next review date:	September 2020

Appendices

Appendices	
Appendix A	Flexible Working Request Form

1. Introduction

- 1.1 Windsor Academy Trust (WAT) is committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. WAT recognise that, in addition to helping balance work and personal lives, flexible working can raise staff morale, reduce absenteeism and improve our use and retention of staff.
- 1.2 This policy gives eligible employees an opportunity to formally request a change to their working pattern.
- 1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 1.4 Definitions:

Chief Executive means the Chief Executive of WAT.

Headteacher refers to all or any of the Executive Headteachers, Headteachers, Head of Schools at all or any of the academies within WAT.

Leadership Team refers to any member of the Leadership Group as defined by the School Teachers' Pay and Conditions Document, or a senior member of staff with responsibility for support staff.

Local Advisory Body (LAB) is a key mechanism for local accountability for each academy.

Board of Directors/Directors means the Directors of WAT.

Companion refers to a person chosen by the employee to accompany him/her, who shall be a trade union representative or workplace colleague.

- 1.4 You may withdraw your request or your appeal at any time before WAT reaches a decision. WAT may regard your application as withdrawn (and will notify you as such) where you have failed without good reason to attend a Consultation Meeting or an appeal meeting more than once, or you have refused without good reason to provide WAT with the information that is required to assess whether the request should be agreed.

2. Eligibility for the formal right to request procedure

- 2.1 To be eligible to make a request under the formal procedure you must:
 - a) be an employee;
 - b) have at least 26 weeks' continuous service at the date your 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).
- 2.2 Employees whose requests for flexible working are accepted under the formal procedure will have permanent changes made to their contracts of employment to reflect their new working arrangements.

3. Type of request

- 3.1 By way of example, your request may relate to one or more of the following terms and conditions of employment:

- a) Your hours of work
- b) Your times of work]
- c) Whether you carry out work from home or your normal place of work.

4. Making a formal request

- 4.1 A request should be made in writing by completing the Flexible Working Request Form (Appendix A) and passing it to the Headteacher. The Headteacher should then agree the response in consultation with the Chief Executive.
- 4.2 Your request may be agreed without the need for a meeting (section 5 below). If that is the case the Headteacher will write to you (within 28 days), confirming the decision and explaining the permanent changes that will be made to your contract of employment.

5. Consultation Meeting

- 5.1 Where necessary, the Headteacher will arrange to meet with you within 28 days of receiving your completed Flexible Working Request Form. The Consultation Meeting will normally be held by the Headteacher or delegated to a member of the Leadership Team. The meeting will normally be held at the academy during working hours unless this is not convenient to either you or the academy.
- 5.2 You have the right to be accompanied by a companion to the Consultation Meeting.
- 5.3 The meeting will be used to consider the working arrangements you have requested. If the arrangements you have requested cannot be accommodated, discussion at the meeting also provides an opportunity to explore possible alternative working arrangements. The Headteacher may suggest starting new working arrangements under an initial trial period to ensure that they meet your needs and those of the Academy.

6. Decision

- 6.1 Following the Consultation Meeting, the Headteacher will notify you of the decision within 14 days of the Consultation Meeting. Where we agree to your request, we will also confirm the variation agreed to and the date from which it is to take effect.
- 6.2 If the Headteacher needs more time to make a decision, they will ask for your agreement to delay the decision for up to a further 14 days. A request for an extension is likely to benefit you. For example, the Headteacher may need more time to investigate how your request can be accommodated or to consul several members of staff.
- 6.3 There will be circumstances where, due to educational, business and operational requirements, we are unable to agree to a request. In these circumstances, we will confirm in writing the grounds for refusal, explaining why the grounds apply in the circumstances and your right to appeal.
- 6.4 The eight business reasons for which we may reject your request are:
 - a) The request would, if agreed, impose a burden of additional costs on the academy.
 - b) The request would, if agreed, have a detrimental effect on the ability to meet parents' or students' demands.
 - c) The academy is unable to reorganise work among existing staff.
 - d) The academy is unable to recruit additional staff.

- e) The request would, if agreed, result in a detrimental impact on the level of quality at the academy.
- f) The request would, if agreed, result in a detrimental impact on the level of performance at the academy.
- g) The work available to be done during the periods you propose to work under your request would be insufficient.
- h) Planned structural changes mean that WAT cannot agree to your request.

7. Appeal

- 7.1 If your request is rejected, you have the right to appeal.
- 7.2 Your appeal must be exercised in writing within 14 days of the date on which you received the written rejection of your request. You must set out your grounds on which you are appealing.
- 7.3 WAT will hold a meeting to discuss your appeal within 14 days of your notice of appeal being received. The appeal meeting will be held by a Director who has not been involved in the Consultation Meeting. The appeal meeting will normally be held at the academy during working hours unless this is not convenient to either you or the academy.
- 7.4 You have the right to be accompanied by a companion to the Appeal meeting
- 7.5 WAT will notify you in writing of its decision on your appeal within 14 days of the appeal meeting. Where WAT upholds your appeal, WAT will also specify the variation agreed to and the date from which it is to take effect.
- 7.6 Where your appeal is dismissed, WAT will also confirm the grounds for refusal and explain why the grounds apply in the circumstances. You will not be able to make another formal request until 12 months after the date of your original application.



Appendix A

**WINDSOR ACADEMY TRUST
RIVERS PRIMARY ACADEMY**

Flexible Working Request Form

Name	Role
<p>I am making a request to work a flexible working pattern that is different to my current working pattern under my right provided in law. I confirm that I meet each of the eligibility criteria as follows:</p> <ul style="list-style-type: none"> • I have worked continuously as an employee of the academy for the last 26 weeks • I have not made a request to work flexibly under this right during the past 12 months <p>Please confirm whether you are making this request as a reasonable adjustment under the Equality Act 2010 in relation to supporting a disability.</p> <p>.....</p> <p>.....</p>	
<p>Describe your current working pattern (days / hours / times worked)</p> <p>.....</p> <p>.....</p>	
<p>Describe the working pattern you would like to work in future (days / hours / times worked)</p> <p>.....</p> <p>.....</p>	
<p>I request that the change would become effective from (date)</p>	
<p>Please set out what impact you consider this change would have on the academy and your colleagues.</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>How do you consider the effects on the academy and your colleagues could be dealt with?</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>Signed Dated</p>	
<p>Notes</p> <p>This form should be used by members of staff wishing to request a change to their working pattern under the WAT Flexible Working policy.</p> <p>It may take up to 14 weeks to consider a request before it can be implemented and possibly longer if there are difficulties.</p>	

