



# Flexible Working Policy

Responsible Committee	CLPT People Committee
Date Approved by Committee	
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Policy Owner	Laura Austen, COO

This document has been created to support the mission, values and beliefs of the Creative Learning Partnership Trust:

## Our mission.

Creating  
**transformational**  
 educative opportunities;  
 promoting **social justice**;



## Our values.

### Integrity

Courage to do the right thing, taking time to care.

*Speaking and acting truthfully, fairly and upholding universal, moral principles.*



### Collaboration.

Working together, enabling each other.

*Working with others to achieve strategic direction and to develop mutual trust and respect.*



### Dedication.

Committed to supporting and improving.

*Showing commitment to and responsibility for strategies and goals.*



### Kindness.

Thinking of others and acting with compassion.

*Demonstrating intentional actions to show care, respect and empathy to others.*



### Innovation.

Using expertise and research to transform.

*Taking a proactive approach to problem solving, showing creativity, forward thinking and adaptability.*



### Understanding.

Openness, listening and valuing one another.

*Actively listening to others to gauge the perspectives and needs of others within relevant context.*



C

### CREATIVE.

**Creativity** is at the heart of how we achieve exceptional educational outcomes. It drives innovation and empowers us to transform new and original ideas into reality, enriching the learning experience for every child.

L

### LEARNING.

**Learning** is at the core of all we do. We are relentless in our commitment to ensuring that every child within our care achieves outcomes that truly reflect their potential and aspirations.

P

### PARTNERSHIP.

Collaboration and **partnership** are key to continuous improvement. By working together, we create an inclusive, supportive, and responsive organisation that listens and learns from all voices.

T

### TRUST.

**Trust** is the foundation of our culture. It permeates every aspect of our schools and organisation, creating confidence, integrity, and building strong relationships across our entire community.

**This information can be made available in a range of formats and languages, including audio and large print. If this would be useful to you please contact your Head Teacher.**

### **1. Introduction**

Flexible Working legislation gives all employees the right to apply for flexible working arrangements, at any stage of their career, and regardless of their personal reasons for making the request. The arrangements requested are subject to appropriate management approval.

We are committed to agreeing flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

### **2. Purpose**

This policy provides a fair and consistent basis for making applications and the statutory grounds under which requests can be refused, as set out in the Employment Rights Act 1996, section 80G.

The aim of the policy is to help employees achieve a good balance between their work and their lives outside work, and to enable the Trust to retain skilled employees.

### **3. Scope**

This policy applies to all employees, regardless of length of service but does not form part of your contract of employment or any other contract to provide services and can be amended from time to time and in consultation with the recognised trade unions.

This policy does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

This policy has been implemented following consultation with our recognised Trade Unions.

Decisions will be made in line with the Trust's Scheme of Delegation.

### **4. Types of Flexible Working**

There are many different types of flexible working arrangements, some of which are described below. You may request a combination of working options or suggest your own alternatives.

Some arrangements may require a review of pay and benefits to ensure that they remain consistent with the proposed changes. Where necessary, your contract will be updated to accurately reflect the agreed terms.

Option	Description
Annualised Hours	<p>Annualised hours mean contractual working hours are calculated as the total number of hours to be worked over the year. You have some flexibility on when they work these hours over the year.</p> <p>Usually, the hours will be divided into set rostered hours during busy periods, and unallocated hours during quieter periods. You can decide when to work your unallocated hours, subject to some limitations.</p> <p>Payment will be in 12 equal instalments. However, arrangements may be permitted where the pay for the work done is in the period the payment relates to.</p>
Compressed Hours	<p>Compressed hours mean you work full-time hours (37 hours for NJC terms and conditions) or your contractual hours in fewer days by working longer blocks. For example, a 5-day week is compressed into 4 days, or a 10-day fortnight into 9 days. There is no reduction in your pay.</p>
Flexitime Working Scheme	<p>Flexitime working scheme allows you to choose when to begin and end work, within certain limits and subject to the needs of the business/service. Exclusions apply. See Flexitime Working scheme.</p>
Hybrid Working	<p>Hybrid working is a mixture of working remotely and at other school premises. Working remotely can include working from home or other agreed locations.</p>
Job Sharing	<p>Job sharing is an arrangement where a full-time post is divided into 2 part-time roles. The 2 job holders then share the overall duties and responsibilities. The skills and the hours each employee wish to work must be compatible and meet the needs of the organisation.</p> <p>Pay and benefits are shared in proportion to the hours each person works. Job sharing can be considered where the creation of a single part-time post is difficult, or where 2 individuals wish to work part-time.</p>
Part-Time Working	<p>Part-time working covers any arrangement where an employee is contracted to work anything less than typical full-time hours for the type of work in question. For example, only working Monday to Wednesday.</p>
Staggered Hours	<p>Staggered hours mean having a different start and finish time to other employees. For example, working from 7am to 4pm instead of 9am to 6pm.</p>

## Term-Time Working

Term-time working is where your contractual working hours are during school terms only.

### 5. Who can make a request?

You can make a request at any time, as long you:

- are an employee; and
- you haven't made two formal requests during the last 12 months; and
- you don't have any outstanding request not yet concluded.

### 6. How to make a request?

#### 6.1 Information to Include

Subject to meeting the requirements set out in Section 5, you must submit your request in writing to your Headteacher/Manager using the application FORM A or via email/in written format.

Your request must state

1. the date of the request
2. the date on which you want the change to take place;
3. whether you have made a previous request/s and, if so, when.
4. the changes you are requesting, including if it is for a fixed period or permanent. There may be occasions where you only need flexibility for a defined period, in which case a temporary fixed term agreement may be put in place. There are therefore three contractual options:
  - Permanent** change to terms and conditions of employment.
  - Fixed Period** change in working pattern of between one and six months, after which you can either return to your previous hours/pattern or apply for a permanent flexible working pattern.
  - Trial** of a new working pattern of between one and three months, after which the working pattern will either end or continue as a permanent contractual change.
5. If you are seeking a 'reasonable adjustment' for your disability through a request for flexible working, it would be helpful for you to detail that in your request. We will consider this in line with our legal obligations under the Equalities Act 2010. Further information on determining what is a 'reasonable adjustment' is available Disability and Access to Work

If you change your mind and want to withdraw your request you may do so, in writing. An email will suffice.

Your Headteacher/manager will consider your proposal, and each request will be considered on a case-by-case basis. Agreeing one will not set a precedent or create the right for another employee to be granted a similar change to their pattern.

## **6.2 Responding to the Request**

On receipt of your request or application, your Headteacher/manager will acknowledge it in writing (email is acceptable).

If your written request can be approved in full, your Headteacher/manager will confirm this request (FORM B), state the contract variation agreed to and the date from which it will take effect. At this point the process is complete.

Alternatively, your Headteacher/manager will arrange a meeting with you, without unreasonable delay, to discuss your request (called a flexible working meeting). You will be given advance notice of the time, date and place. Such meetings can take place in person, via video call, or telephone if neither of those are possible. Requests can't be rejected without having a flexible working meeting.

All requests will be dealt with within 2 months of application, including any appeal. This time limit may be extended with the agreement of both the employee and line manager and confirmed in writing.

Whilst there is no statutory right to be accompanied at the meeting, we will allow you to be accompanied by a TU representative or work colleague where it is reasonable to do so. This includes factors such as providing your Headteacher/manager with enough time for them to deal with your companion's attendance, sharing the name of companion and whether they are a TU representative or work colleague.

## **6.3 The Flexible Working Meeting**

At the meeting, you and your manager will have a conversation to make sure all the relevant information is understood before a decision is made. For example, potential benefits or other impacts of accepting or rejecting the request, and any practical considerations involved in implementing it.

If your Headteacher/manager can't accommodate your request, alternative working arrangements will also be explored at the meeting. It may be possible to secure some of the benefits that the original request sought by modification to the original request, or it may be helpful to consider a trial period to assess the feasibility of an arrangement.

You should also be aware that any change in contract i.e. reduction in hours, reallocation of duties, etc as a result of a successful application could impact upon pension, salary and other benefits as applicable. Advice can be sought from Payroll Provider and Pension Providers.

Consideration should also be given to the impact of the request on the management of health and safety and how any hazards identified are to be controlled within a risk assessment.

A record of the discussion should be kept.

If you can't attend the meeting, you should contact your Headteacher/manager immediately and give reasons. The meeting will be rearranged. If you fail to attend a rearranged meeting without 'good

cause' your manager may treat your application as having been withdrawn. Each case will be considered on its own merits; any withdrawn application will be confirmed in writing.

## **7. Extension of Time**

All requests will be dealt with within 2 months of application, including any appeal. This time limit may be extended with the agreement of both the employee and line manager and confirmed in writing.

Agreement to an extension can be recorded by completing Form F - Extension of Time Limit.

## **8. The Decision**

The decision will be given to you in writing without unreasonable delay, taking into account the statutory two-month time period for deciding requests, including any appeal.

### **8.1 Request Accepted**

If a request is accepted, on a permanent basis or fixed term/temporary, your manager will ensure any necessary changes are made to your payroll record and system, including the issue of a new statement of employment particulars, where appropriate.

### **8.2 Trial Period**

If a trial period is necessary to assess whether the proposed new arrangements would work or not, you will be informed of the decision. As well as outlining the period of the trial it will also outline why the request has not been accepted at this stage. If you refuse to accept a trial period you still have a right of appeal.

### **8.3 Request Declined**

A request to work flexibly should not be declined unless there is a detrimental business impact and after all options of finding a mutually agreed solution have been explored. This includes investigating all feasible options other than the working pattern originally proposed.

A decline can only be justified if one or more of the following detrimental business impacts are identified:

- the burden of additional costs
- an inability to reorganise work amongst existing staff
- an inability to recruit additional staff
- a detrimental impact on quality
- a detrimental impact on performance
- a detrimental effect on ability to meet customer demand

- insufficient work available for the periods the employee proposes to work
- planned structural changes to the employer's business
- If your request is declined, it must be supported by evidence and demonstrate the decision was considered fairly. You will be given written reasons for the refusal, including the specific ground(s), brief explanation of how the grounds apply, and the appeal process (FORM C).

## **9. Appeals**

If you wish to appeal the decision about your request, you can let your manager know the reasons for the appeal in writing.

You must clearly set out your grounds of appeal and can use FORM D.

Your appeal must be submitted to your manager. An appeal meeting will be arranged with you without unreasonable delay. You will be given advance notice of the meeting so that you can prepare for it.

The appeal should be dealt with impartially, so wherever possible by a manager who has not previously been involved in considering your request, but whom has sufficient authority to make a decision. They will consider all information /evidence available to them before making a decision to uphold or reject the appeal.

When a decision is made about your appeal, you will be informed in writing, taking into account the statutory 2-month period for deciding the request. The decision will include what has been decided and why (FORM E).

A record of the appeal meeting will be made to reflect the discussion.

## **10. Roles and Responsibilities**

### **10.1 Employee's Responsibilities**

To complete application forms comprehensively, in line with the policy guidance and other guidance provided by flexible working resources.

To engage fully in the consultation meetings to help the school consider all material information relevant to the request.

Employees have the responsibility to make appropriate enquiries to ensure they have all necessary information before progressing a flexible working request, particularly where the request may affect their contractual terms of employment, such as pay and/or benefits.

### **10.2 Manager's Responsibilities**

When handling flexible working requests, managers must ensure that their decisions are in full compliance with the Equality Act 2010. This includes giving appropriate consideration to any protected characteristics that may be relevant to the request.

These characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Any information disclosed by an employee in support of their request must be treated sensitively and without bias. Employers must take care not to unlawfully discriminate—either directly or indirectly—against the employee based on any of these characteristics. A fair and inclusive approach is essential to ensure that all employees are supported equitably in their flexible working arrangements.

Headteachers/Managers must deal with flexible working requests in a fair, reasonable manner. Flexible working requests should be considered in line with correct facts and evidence.

Headteachers/Managers should be mindful of the statutory time limit to respond to a flexible working request. If it is likely that a decision will not be reached before the 2-month period lapses, managers must approach the employee to consider an extension of time with them in good time.

## **11. Standard Documents**

Form A - Flexible Working Application

Form B - Flexible Working Application Outcome (including Trial Periods)

Form C - Flexible Working Application Rejection

Form D - Flexible Working Appeal

Form E - Flexible Working Appeal Reply (including Trial Periods)

Form F - Flexible Working Extension of Time Limit

## Form A: Flexible Working Application

### Notes for completing the form

This form is provided for those wishing to make an application to work flexibly under the terms of the flexible working policy.

Employees should be mindful that with this, as with any other application, the Trust has the right to refuse a request if there is a good business reason to do so. Remember, you have the right to request flexible working – but not the right to have it.

Be aware of the timescales for considering a flexible working request, as set out in the policy. Therefore, you are advised to submit your application to your manager well in advance of the date from which you wish the request to take effect.

For the application to be valid, you must complete all sections of the form. It will help us in considering your request if you provide as much information as you can about your desired working pattern. If your request for flexible working is to seek a 'reasonable adjustment' for a disability, it would be helpful to outline this in your request. Further information on determining what is a 'reasonable adjustment' can be found at the following link: [Disability and Access to Work](#)

Once you have completed the form please email to your manager (keeping a copy for your own records). A decision in relation to your request will be made within 2 months of your application, including any appeal, unless it is mutually agreed, in writing, to grant an extension to the decision.

If your request is granted, your terms and conditions will be updated to reflect this.

You are strongly advised to seek specific advice on the impact of the change on your salary and/or pension via your Payroll Provider and pension services (Local Government Pension Scheme (LGPS) or Teachers Pensions).

### 1. Personal Details

Name:		Payroll number: (on your payslip)	
Manager:		National Insurance No:	

### 2. Describe your current working pattern (days/hours/times worked):

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

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(Continue on separate sheet if necessary)

**4. I would like this working pattern to commence from (date):**

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**5. I have made a previous application for flexible working on (date):**

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**6. I confirm any outstanding flexible working requests have been concluded:**

Yes  No

<b>Name:</b>		
<b>Signature:</b>		<b>Date:</b>

## NOW PASS THIS FORM TO YOUR MANAGER

NOW PASS THIS FORM TO YOUR MANAGER

Note to Manager: This is a formal application for flexible working, and you should confirm receipt using the confirmation slip below. The decision-making process must be completed within 2 months of the date of request, including any appeal.

Confirmation of Receipt

Dear

I confirm that I received your request to change your work pattern on

I shall be arranging a meeting to discuss your application.

From:

Date:

**Form B: Flexible Working Outcome**

**Dear**

**Payroll Number:**

**Following receipt of your application and our meeting on: Date:**

I have considered your request for a new flexible working pattern.

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

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

I am unable to agree to your request at this time, but I am able to offer you a trial period on the basis outlined below.

**Your new working pattern will be as follows:**

*(If the request and agreement is for a fixed or temporary period, outline what has been agreed in this section).*

**Your new working arrangements will begin from: Date:**

**The trial period will begin on: Date:**

**The trial will be reviewed on: Date:**

**The trial will end on (unless it is agreed on the basis set out in your application, e.g. permanent):**

**Date:**

Please note that your terms and conditions will be updated to reflect the agreed change to your working pattern.

Advice on the impact on your salary and/or pension contributions should be sought via our Payroll Provider and Pension Services respectively.

You have no right in law to revert back to your previous working pattern. An exception to this may be where the working arrangements have been agreed on a temporary or fixed term basis.

If your flexible working request is for a temporary or fixed period, please insert the start and end date below.

Start Date:

End Date:

*(Note: Any request to extend beyond this period, will require a separate flexible working request application).*

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

**From:**

Date:

**Notes Section**

## Form C: Flexible Working Application Rejection

Dear

Payroll Number:

Following receipt of your application and our meeting on: Date:

I have considered your request for a new flexible working pattern.

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

- the burden of additional costs
- an inability to reorganise work amongst existing staff
- an inability to recruit additional staff
- a detrimental impact on quality
- a detrimental impact on performance
- a detrimental effect on ability to meet customer demand
- insufficient work available for the periods the employee proposes to work
- planned structural changes to the employer's business

**The grounds apply in the circumstances because:**

*(Note also include an explanation why any other work patterns you may have discussed at the meeting are also inappropriate. Please continue on a blank sheet if necessary)*

**From:**

Date:

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### The Appeal Process

#### To the Employee

You have the right to appeal against this decision. If you wish to appeal, you must write to your manager, setting out the grounds for your appeal.

You should use Form D - Flexible Working Appeal for this purpose.

**Form D: Flexible Working Appeal**

**Dear**

I wish to appeal against your decision to refuse my application for flexible working. I am appealing on the following ground(s):

*Please continue on a blank sheet if necessary.*

**Name:**

Date:

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**Note to Manager**

This is a formal appeal made under the legal right to apply for flexible working.

**Form E: Flexible Working Appeal Reply**

**Dear**

**Payroll Number:**

**Following our meeting on: Date:**

I have considered your appeal against the decision to refuse your application to work a flexible working pattern.

*(select relevant outcome below)*

**A) Appeal Accepted**

I accept your appeal against the decision. I am therefore able to accommodate your original request to change your working pattern as follows:

**Your new working arrangements will begin from: Date:**

Please note that your terms and conditions will be updated to reflect the agreed permanent change in your working pattern. You have no right in law to revert back to your previous pattern. An exception to this is where your request has been agreed for a fixed term or temporary basis.

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**B) Trial Period Offered**

I am unable to accept your appeal at this time, but I am prepared to offer you a trial on the basis outlined below.

**Your trial working arrangements will be:**

**Your trial will be reviewed on: Date:**

**Your trial will end on: Date:**

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**C) Appeal Rejected**

I am sorry but I must reject your appeal on the following ground(s):

The ground(s) apply because:

*Please continue on separate sheet if necessary.*

**From:**

Date: