



Carlton Academy Trust Flexible Working Policy

Ratified Date:	Sept 2020
Signed on behalf of the Trustees:	R Butterfield
Signed on behalf of the CEO:	A Kneeshaw
Review Date:	Sept 2023

Definitions

Flexible working comprises:

- Job sharing
- Working from home
- Working part-time
- Compressed hours
- Flexitime
- Annualised hours
- Staggered hours
- Phased retirement

Right to Request Flexible Working

All employees have the right to request flexible working if they have worked for the trust for at least 26 continuous weeks.

Making Requests

Applications should be made in writing to the Head of School or to the CEO for centrally employed trust staff. The CEO will make an application to the Chair of Trustees. All requests should be made on the 'Flexible Working Request Form'. An employee can only make one application in any 12-month period.

Decisions

Requests will be dealt in a 'reasonable manner' and may involve a formal meeting to discuss the request. The employee has the right to be accompanied by a work colleague or trade union representative.

Requests will only be refused if there is a good business reason that prevents it being granted. If granted, the trust will issue a new contract confirming these changes and when they commence.

If not granted, the school/trust will confirm this in writing and the reasons for this decision.

Grounds for refusing a request are in alignment with relevant legislation and comprise:

- It would incur extra costs that would damage the school/trust
- Inability to re-organise work among other staff
- Inability to recruit additional staff
- A detrimental effect quality and/or performance
- Inability to meet customer demand
- Insufficient work for the proposed working times
- Planned changes to the workforce.

In the specific context of a school/trust the impact on student outcomes need to be considered, such as:

- How will the arrangement affect the curriculum and the opportunities presented to pupils?
- Can the weekly timetable be adapted to accommodate the request?
- What is the current line management structure and how will the arrangement affect this?
- What impact would the arrangement have on any newly qualified teachers in the school?

Before a refusal is made the Head of School or CEO would first consult with trust Human Resources.

Appeals

Appeals can be made to the CEO. If the original decision was made by the CEO, the appeal should be directed to the Chair of Trustees. Decisions initially made by the Chair of Trustees can be appealed to a panel of three other trustees.

Time Frames

The trust will consider and respond to the request (including appeals) within a maximum of three months but will endeavour to respond as soon as reasonably possible.

Withdrawing a Request

An employee may withdraw an application by informing the school/trust in writing. The trust can also treat an application as being withdrawn if the employee misses two meetings to discuss an application or appeal without good reason. Employees will be formally informed should this occur.



Flexible Working Request Form

Name:

Date:

I wish to exercise my statutory right, provided under section 80F of the Employment Rights Act 1996, to request flexible working.

I meet the eligibility criteria:

I have worked continuously as an employee of _____ for the last 26 weeks

I have not made a request to work flexibly under this right during the past 12 months

If you're unable to tick both boxes, you're not statutorily entitled to make a flexible working request. However, we may still consider your request.

(Fill in if relevant) I made a previous request for flexible working on:

Current working hours:

Current working days:

Proposed working hours:

Proposed working days:

If your request doesn't involve a change of working hours/days, explain here how you would like your working arrangements to change:

I would like these arrangements to start from:

Please note it might take up to 3 months for the school to reach a decision (possibly longer, if we agree a longer decision period with you).

How will the new arrangements affect the school?

I think this change will affect the school, my colleagues and my work as follows:

How can the new arrangements be accommodated?

I think the effect on the school, my colleagues and my work can be dealt with as follows:

Please submit your completed form to the Head of School or CEO