



Southwark Diocesan
Board of Education
Multi-Academy Trust

FLEXIBLE WORKING POLICY

Part of the 2025/2026 Trust Operating Manual

FLEXIBLE WORKING POLICY

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FLEXIBLE WORKING POLICY

1. ABOUT THIS POLICY

- 1.1 This Flexible Working policy gives eligible employees an opportunity to request a permanent change to their working pattern.
- 1.2 We will deal with flexible working requests in a reasonable manner and within a reasonable time. In any event the time between making a request and notifying you of a final decision (including the outcome of any appeal) will be less than two months unless we have agreed a longer period with you.
- 1.3 If without good reason you fail to attend two meetings to discuss the request, or two meetings to discuss the appeal, we will treat the request as withdrawn.

2. ELIGIBILITY

- 2.1 To be eligible to make a flexible working request, you must:
 - (a) Be an employee;
 - (b) From the first day of employment
 - (c) Limited to two requests per 12 month period. Cannot make a second request if there is an active request still proceeding (even if you withdrew that request).

3. WHAT IS A FLEXIBLE WORKING REQUEST?

- 3.1 A flexible working request under this policy means a request to do any or all of the following:
 - (a) to reduce or vary your working hours;
 - (b) to reduce or vary the days you work;
 - (c) to work from a different location (for example, from home).

4. MAKING A FLEXIBLE WORKING REQUEST

- 4.1 Your flexible working request should be submitted to your Headteacher or our CEO in writing and dated. It should:
 - (a) state that it is a flexible working request;
 - (b) explain the change being requested and propose a start date;
 - (c) state whether you have made any previous flexible working requests.

5. MEETING

- 5.1 We will arrange a meeting at a convenient time and place to discuss your request. You may be accompanied at the meeting by a Permitted Companion.
- 5.2 We may decide to grant your request in full without a meeting, in which case we will write to you with our decision.

6. DECISION

- 6.1 We will inform you in writing of our decision as soon as possible after the meeting.
- 6.2 If your request is accepted, we will write to you with details of the new working arrangements and the date on which they will commence. You will be asked to sign and return a copy of the letter.
- 6.3 If we cannot immediately accept your request we may require you to undertake a trial period before reaching a final decision on your request.
- 6.4 Unless otherwise agreed, changes to your terms of employment will be permanent.

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6.5 We may reject your request for one or more of the following organisational reasons:

- (a) the burden of additional costs;
- (b) detrimental effect on ability to meet the demands of our stakeholders;
- (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) planned structural changes.

6.6 If we are unable to agree to your request, we will consult with you prior to rejecting the request with a view to finding alternatives. We will also set out the appeal process.

7. APPEAL

7.1 You may appeal in writing within 14 days of receiving our written decision. This includes a decision following a trial period.

7.2 Your appeal must be dated and must set out the grounds on which you are appealing.

7.3 We will hold a meeting with you to discuss your appeal. You may bring a Permitted Companion to the meeting.

We will tell you in writing of our final decision as soon as possible after the appeal meeting, including reasons. There is no further right of appeal.