

	ATLAS Multi Academy Trust
<p align="center">FLEXIBLE WORKING POLICY</p>	
Trust sub-committee: Standards Committee	
Co-ordinator: Phil O'Neill	
Last Reviewed: New Policy	Next Review: Autumn 2022
St Albans Girls' School : Beech Hyde Primary School and Nursery : The Adeyfield Academy	
	
Signed by: Margaret Chapman Executive Head Teacher	Signed by: Rachael Kenningham Chair of ATLAS Board of Directors

1.	<p>Objective and Scope</p> <p>This policy sets out the rights of the employee to request flexible working and also outlines the process by which employees should make an application to work flexibly. Employees who have a minimum of twenty six weeks' continuous service have the right to request flexible working. It does not apply to agency workers, consultants or self-employed contractors.</p> <p>Flexible working is about improving the way we deliver services, maximising the potential of our staff, being efficient in the use of resources, optimising the use of new technology and challenging traditional working methods and practices.</p> <p>The Trust and employees need to be practical and recognise that the full range of flexible working options will not be appropriate for all jobs across all areas of the Trust. The Trust has to consider that appropriate staffing levels must remain in line with the demands of the delivery of education (the business) at all times.</p> <p>Each application will be considered on an individual basis, decisions do not form a precedent as the circumstances are different in each area of the Trust and also change following the acceptance of each request.</p>
2.	<p>Eligibility to apply for flexible working</p> <p>While not all flexible working patterns will be suitable for all areas of the Trust there are no barriers to an employee applying to work flexibly.</p>

	<p>All employees have the right to make an application to work flexibly providing they:</p> <ul style="list-style-type: none"> • have a minimum of twenty six weeks continuous service with the employer at the date of the application • have not made a flexible working request in the previous twelve months. <p>It is important to understand that it is not a right to work flexibly but a right to make a request for a different working pattern and to have the request considered.</p>
<p>3.</p>	<p>Impact of flexible working on other terms and conditions</p> <p>3.1. Pay and pensions</p> <p>Employees taking up flexible working options which may result in reduced working hours will be paid on a pro rata basis, according to the number of hours worked. Employees should obtain details of the impact on their pension from the relevant scheme administrator.</p> <p>3.2. Annual leave</p> <p>The impact on annual leave arrangements will vary according to the type of flexible working option agreed. Part-time employees for example will be entitled to annual leave and bank holidays calculated on a pro rata basis.</p>
<p>4.</p>	<p>Procedure</p> <p>4.1. Making a flexible working application</p> <p>An application to work flexibly must be made in writing to your Headteacher or Chair of Governors (in the case of the Headteacher) and specify the following:</p> <ul style="list-style-type: none"> • the date • a statement that this is a statutory request • details of how the employee wants to work flexibly and when they want to start • an explanation of how they think flexible working might affect the business and how this could be dealt with, for example if they're not at work on certain days • a statement saying if and when they've made a previous application. <p>4.2. Consideration of the request</p> <p>Completion of the consideration process including any appeal will normally take place within three months of first receiving the request. If the request cannot be dealt with during this period the Trust may extend the time limit by mutual consent.</p> <p>The Headteacher or Chair of Governors will need to consider and discuss with the applicant:</p> <ul style="list-style-type: none"> • the cost of the proposed arrangement • the effect the proposed arrangement will have on other staff • the impact of the proposed arrangement on delivery of the service of the Trust (education) and the service the role is intended to provide within the Trust • the level of supervision the post holder will need • an analysis of the tasks and workload specific to the role • if the request is considered to be a reasonable adjustment for a disability or due to caring responsibilities.

<p>5.</p>	<p>Outcome of a flexible working request</p> <p>Once a decision has been made, the employee will receive written confirmation as soon as possible either:</p> <ul style="list-style-type: none"> • agreeing to the application and specifying the contract variation agreed and the start date on which it is to take effect; or • refusing the application and stating which of the specified grounds for refusal it considers to be applicable and explaining why those grounds apply in relation to the application. The appeal procedure will be set out. <p>Where a request can be approved without any further discussion, a meeting will not be necessary.</p> <p>If the Trust cannot meet the employee's request due to business and operational reasons it will be based on one or more of the following legislative grounds for rejection;</p> <ul style="list-style-type: none"> • extra costs that will damage the business • the work cannot be reorganised among other staff • people cannot be recruited to do the work • flexible working will affect quality and performance • the business will not be able to meet customer demand • there's a lack of work to do during the proposed working times • the business is planning changes to the workforce. <p>If at any point the change is agreed as permanent, there is no right for the employee to revert back to their former working pattern.</p>
<p>6.</p>	<p>Withdrawing an Application</p> <p>A request to work flexibly can be withdrawn at any time before it has been accepted. However, an employee who withdraws the application will not be eligible to make another flexible working request for a further twelve months.</p> <p>If an employee fails to attend more than two meetings arranged to discuss the request and does not provide a reasonable explanation, the Trust may assume that the application has been withdrawn.</p> <p>The Trust may also treat an application as withdrawn if the employee does not provide the required information.</p>



Equality Impact Analysis

When reviewing all schools' policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

Title of Policy:	Flexible Working Policy
Date:	Autumn 2020
EIA carried out by:	Mr P O'Neill
EIA reviewed by:	Standards Committee

1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented	
Policy contains information about: Overall aims and objectives? What is the proposed change? Who is intended to benefit from the proposal and in what way? Outcomes of the policy? How will it be put into practice and who is responsible for this?	All fully included and detailed

2. Assessment of Impact? To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed		
Characteristic	Group	Effect/Impact
● Age		No impact as all included within policy
● Disability		
● Gender reassignment		
● Marriage/civil partnership		
● Pregnancy/Maternity		
● Race		
● Religion or Belief		
● Sex		
● Sexual orientation		

3. Consultation	
<p>New policy contains information about: Policy audience, expected actions and outcomes. Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate</p>	<p>Consultation with senior colleagues and staff. Policy available within the school, school internal system and to wider community online.</p>

4. Decision	
<ul style="list-style-type: none"> Should the new proposal/policy be agreed and any impacts identified following consultations? What reasonable adjustments are required? 	<p>No issues or adjustments required</p>

5. Action Planning	
<ul style="list-style-type: none"> Any actions identified to address inequality for different groups? Any actions identified to promote equality and diversity? Where are these actions recorded and who is responsible for them? 	<p>None</p>

6. Monitoring and Review	
<ul style="list-style-type: none"> When will the impact assessment be reviewed? Who is responsible? 	<p>Summer 2021 Mr P O'Neill</p>

7. Publication of the results of the impact assessment	
<ul style="list-style-type: none"> Results of EIA are published – where and when? The results are kept as a public record of the EIA – where and when? 	<p>With policy</p>