



Flexible Working Policy

For all schools in the Bosco Catholic Education Trust

This Policy has been approved and adopted by the
Bosco Catholic Education Trust

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| Approved: | For review: |
| Feb 2021 | Feb 2024 |

Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As

Making a Request

Any employee is able to make a statutory request to work flexibly. The employee does not need to have a specific reason for making the request. However, an employee may only make one statutory request for flexible working in a 12-month period.

If a Headteacher/Line Manager is approached by an employee who wants to make a statutory request for flexible working, they must ask the employee to put their request in writing. The Headteacher/Line Manager should then arrange to meet with the employee as soon as possible to discuss the request.

In making their request, the employee must include the following information:

The date of their application, the change to working conditions they are seeking and when they would like the change to come into effect.

What effect, if any, they think the requested change would have on the business and how, in their opinion, any such effect might be mitigated.

The fact that this is a statutory request and if and when they have made a previous application for flexible working.

The employee and Headteacher/Line Manager should discuss the employee's request and carefully explore how it could be accommodated. The Headteacher/Line Manager needs to examine and weigh up the benefits to both the business and the employee of the making the changes the employee is seeking against the potential cost of making those changes. In considering the request, Headteachers/Line Managers should not discriminate against the employee or make assumptions.

It may be necessary for the employee and Headteacher/Line Manager to have more than one meeting to explore various options and there may be a need for both parties to compromise in order to achieve a workable solution

Where possible the Headteacher/Line Manager should verbally inform the employee of their decision at the meeting and confirm this in writing to them within 10 working days of the meeting.

If the Headteacher/Line Manager is unable to make a decision at the meeting, they should advise the employee of the date they intend to make their decision.

Rejecting a Request

In this situation the request can only be turned down for one of the following 8 reasons:

- 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.
- detrimental effect on ability to meet with educational needs of students.
- insufficient work for the periods the employee proposes to work.
- a planned structural change to your business, where the flexible working change would not fit with the plan.

Where a request is turned down the Headteacher/Line Manager must explain the reason why they have turned down the employee's request and confirm this in writing to them.

An employee's request may also be considered as 'withdrawn' if the employee fails to attend a meeting and a re-arranged meeting under this procedure without good reason.

Appeal

If an employee's Headteacher/Line Manager has turned down their request to work on a flexible basis the employee may appeal to the Local Governing Body.

The appeal must be made in writing, stating the reason for the appeal, within 10 working days of receiving written confirmation of their line manager's decision.

The Governors hearing the appeal will consider the employee's request and the Headteacher/Line Manager's

