



Weston CE Primary & Nursery School

**A Community, Learning and
Growing**

Flexible Working Policy

Created by G Holmes - Taken from HFL Guidance
July 2025

Date: February 2026

Approved by the Governing Body:

Date:

24/2/26

Chair of Governors:

Date:

24/2/28

Headteacher:

Date:

24/2/26

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4. PROCEDURE

4.1. Making a flexible working application

An application to work flexibly must be made in writing to the Headteacher or (in the case of the Headteacher) the Chair of Governors and specify the following:

- the date of the application (today's date)
- a statement that this is a statutory request
- details of how you would like to work flexibly and when you would like to start
- an explanation of any flexibilities you may have on certain days you are able to work or not work.
- a statement saying if and when you've made a previous application in the last 12 months

4.2. Consideration of the request

The consideration of the request should be completed within 2 months from receiving the request. This 2-month period includes any meetings to discuss the request and any appeal that may occur.

If the request cannot be dealt with during this period, we may extend the time limit by mutual consent. An example of when an extension might be agreed is when non-directed working time, i.e., the summer holidays, sits within the two-month timescale.

We may need to meet with you to consider the request carefully, looking at the benefits of the requested changes for both you and us, and weigh these against any adverse business impact of implementing the changes.

The following non-exhaustive factors may be considered for each request:

- the cost of the proposed arrangement
- the effect the proposed arrangement will have on other staff
- the impact the proposed arrangement may have on the ability to deliver an appropriate quality of educational service
- the impact the proposed arrangement may have on the ability of the role to deliver and perform to a satisfactory level
- the level of supervision the post holder will need to have
- an analysis of the tasks and workload specific to the role

Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

- 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

If at any point the change is agreed as permanent, this becomes your new working pattern and there is no right for you to revert back to your former working pattern.

6. TRIAL PERIODS

Where there is some uncertainty about whether the flexible working arrangement is practicable for both parties, or where it is unclear what potential impact the change will have on the delivery of education and service the role provides, a trial period may be agreed.

The trial period is an opportunity for both parties to ensure that the arrangement is working satisfactorily before it is confirmed in the longer term.

In order to accommodate the trial period and any additional necessary steps the parties will have to agree an extension to the decision date beyond the statutory two-month period.

If a trial period is offered it should be for a reasonable, although not excessive, amount of time, to enable both parties to understand if this arrangement will work for us both.

If a trial period is offered, the change to your terms and conditions of employment during a trial period is a temporary change for a specified period of time.

If the trial is not successful you will revert back to your previous terms and conditions of employment, and you will be entitled to exercise your right of appeal. If the requested change of working arrangements is accepted at the end of the trial, then the temporary terms and conditions will become permanent.

7. WITHDRAWING AN APPLICATION

A request to work flexibly can be withdrawn at any time before it has been accepted.

If you fail to attend two or more meetings arranged to discuss the request and do not provide a reasonable explanation, we may assume that the application has been withdrawn.

We may also treat an application as withdrawn if you do not provide all the information required.