



Bronte Academy Trust

Flexible Working Policy

Bronte Academy Trust has adopted the PACT HR recommended model procedure as agreed by Trade Unions

- UNISON
- GMB
- NASUWT
- NEU
- NAHT

ASCL recognises that meaningful consultation took place prior to the adoption and implementation of this policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
DH	Trustees	17 April 2023		17 April 2024
DH	Trustees	11 June 24		11 June 2025
DH	Trustees	27 January 26		27 January 27

CONTENTS

Flexible Working Policy

1 Policy and Procedure

Principles of this Policy

Equality Impact Assessment

Requests for flexible working

Meeting to discuss a flexible working request

Outcome of a flexible working request

Reasons for turning down a flexible working request

Flexible working requests that are granted

Timescales

Appeal

Non-attendance at meetings

Data Protection

Section 2: Appendices

Appendix 1: Flexible working form for making a request

Appendix 2: Equality Impact Assessment

SUMMARY OF KEY CHANGES

1. Reference to the “Fit for Work” Service has been removed as this no longer exists
2. Entitlement with effect from 1 April 2024, applicable from Day of employment as opposed to 26 weeks’ continuous service
3. Number of submissions per 12-month period amended
4. Removal of need for employees to set out a ‘business case’ in support of application process in line with Employment Relations (Flexible Working) Act 2023
5. Timescales amended in line with legislation which comes into effect 1 April 2024
6. Equality Impact Assessment Reference has been added
7. Reference to Committee/School Governing Bodies has been extended to incorporate Trusts and Academies
8. The following Appendices have been added to the policy with work versions for adaption available on the PACT HR website / HR Business Partnering Section:

Appendix 1: Flexible Working Request Form

Appendix 2: Equality Impact Assessment

1 POLICY AND PROCEDURE

Principles of this Policy

Bronte Academy Trust believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

With effect from 1 April 2024, all employees from Day One of employment are entitled to two flexible working requests in any 12-month period and for their request to be given due consideration by the Trust. The purpose of this policy is to outline employees' rights to request flexible working, the considerations for the Trust and the timescales within which such requests should be dealt with. Senior Leaders who receive a flexible working request will have regard to the Equality Policy when considering the request.

Equality Impact Assessment

All schools, academies and trusts must ensure that all strategies, policies, services and functions, both current and proposed have considered equality, diversity and inclusion. It is recommended that an Equality Impact Assessment (EIA) form is used in conjunction with PACT HR Policies. An EIA template is attached to this policy, or a work version can be found on the PACT HR website for completion.

Requests for Flexible Working

Requests for flexible working may include; changes to number of hours worked, changes to the pattern of hours worked, job share or requests to perform some or all of the work from the employee's home. Employees are no longer required to submit a business case in support of their application.

All requests must be made in writing by completing the requisite application form, which is available from the Trust. Any request made under this policy must include:

- The date of the application
- The changes that the employee is seeking to their terms and conditions
- The date on which the employee would like the terms and conditions to come into effect
- A statement that this is a statutory request
- Whether or not the employee has made a previous application for flexible working; and
- If the employee has made a previous request, when the employee made that application

Where the request is being made by a person with a disability as part of a request for a reasonable adjustment to their working arrangements, the employee should state this in their written application.

The Trust should not automatically reject a request that does not contain the required information. The employee's line manager should explain to the employee what additional or amended information they need to provide and ask the employee to resubmit the request.

Meeting to Discuss a Flexible Working Request

Upon receipt of the request, the Senior Leader will need to deal with the request as soon as possible, but no later than the deadline set out below. The Senior Leader will usually arrange a meeting to deal with the request. Where a request can be accommodated without further discussion in line with the terms stated in the employee's written application, a meeting will not be necessary.

An employee should be given the right to be accompanied by a work colleague or a trade union representative at any flexible working meeting. The meeting should take place in a private meeting room so that the discussion is kept confidential. The aim of the meeting is to find out more about the proposed working arrangements and negotiate a pattern that balances the needs of the employee and the Academy.

Outcome of a Flexible Working Request

After the meeting, the Senior Leader will consider the proposed flexible working arrangements carefully, weighing up the potential benefits to the employee and to the Academy against any adverse impact of implementing the changes. 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.

The employee will be informed in writing of the decision as soon as is reasonably practicable after the meeting, but no later than the deadline set out below. The request may be granted in full or in part. The Academy may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. The employee will be given the right to appeal the decision if the employee's request is not upheld or is upheld in part.

Reasons for Turning Down a Flexible Working Request

The Senior Leader will give reasons for the rejection of any request. Those reasons must be for one or more prescribed business reasons, which are:

- The burden of additional costs
 - An inability to reorganise work among existing staff
 - An inability to recruit additional staff
 - A detrimental impact on quality
 - A detrimental impact on performance
 - A detrimental effect on ability to meet customer demand
 - Insufficient work for the periods the employee proposes to work; and
-

- A planned structural change to the business

The Senior Leader must not reject a request for any other reason.

Flexible Working Requests that are Granted

If the request is upheld, the employee and the Senior Leader will discuss how and when the changes will take effect. Any changes to terms and conditions will be issued in writing and sent to the employee as an amendment to their contract of employment/written statement of terms and conditions of employment as soon as is reasonably practicable.

Timescales

With effect from 1 April 2024, all employees are entitled to two flexible working requests in any 12month period. All requests will be dealt with within a period of two months from first receipt to notification of the decision on appeal. The Senior Leader should hold the meeting within 28 days of receiving the request and notify the decision to the employee within 14 days of the meeting, so that there is enough time for any appeal to be concluded.

Appeal

Employees who are not satisfied with the outcome of their request are allowed to lodge an appeal within 14 days of the notification being received, with the appeal to be heard within 14 days. The Appeal will be heard by a Senior Leader / Governing Body / Board of Trustee members as appropriate. The employee will be informed of the outcome of their appeal within 14 days of the appeal meeting. These time limits may be extended where both the employee and school agree. For example, the Senior Leader and the employee may agree to extend the time limit to give the employee a trial period on the flexible working arrangements.

Non-Attendance at Meetings

If an employee fails to attend a meeting, including an appeal meeting, and then fails to attend the rearranged meeting without good reason, their application will be deemed to have been withdrawn.

Data Protection

When managing an employee's flexible working request, the Academy processes personal data collected in accordance with its GDPR / Data Protection Policy. Data collected from the point at which the Academy receives a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Data Protection Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

MONITORING AND REVIEW

The Flexible Working Policy will be reviewed annually

Responsibility for reviewing the procedure belongs to the board of Trustees.

This Flexible Working Policy was reviewed and formally adopted by Bronte Academy Trust on:

.....27 January 2026.....



.....Signed Chair of Trustees



.....Signed Chief Executive Officer

2 APPENDICES

Appendix 1: Flexible Working Form for Making a Request

A word version for adaptation of this Appendix is available on the PACT HR Website: HR Business Partnering: Advice and Guidance Section.

Name of employee:	
School:	
Date form submitted:	
Have you submitted a previous request for flexible working? (If yes, please answer the next question)	
When did you submit your last request for flexible working?	
Are you a disabled person whose request for flexible working is related to your disability?	
I wish to make a statutory application for flexible working as detailed below:	
<i>Please set out the pattern of working that you are seeking. For example, if you wish to change your hours of work, please state what your current hours are and what you would like your new hours to be or, if you wish to work at home at certain times, please state which hours you would like to work at home.</i>	
I would like the above change (s) to my working pattern to take effect on:	

Once you have submitted a valid application for flexible working, school will contact you to arrange a meeting, which will take place within (28 days) of the application being submitted, to discuss how the pattern of working you have requested might work. If your request is granted, it will mean a permanent change to the terms and conditions of your employment, unless agreed otherwise.

It will help us to deal with your application if you provide as much information as you can about your desired working pattern.

Signed:	
Date:	

Appendix 2: Equality Impact Assessment

A word version for adaptation of this Appendix is available on the PACT HR Website: HR Business Partnering: Advice and Guidance Section.

Introduction

All Schools, Academies and Trusts need to ensure that all strategies, policies, service and functions, both current and proposed have considered equality, diversity and inclusion. The below is a recommended Equality Impact Assessment (EIA) Form for use in conjunction with PACT HR Policies. For further advice regarding the completion of this form, please contact your named PACT HR Business Partner.

Assessment

School Name:	
Policy Name:	
Name of staff member conducting assessment:	
Date of assessment:	
Reason for assessment: (what are you aiming to do?)	
Main Stakeholders/Beneficiaries: (e.g., Staff; Pupils; Governors; Trustees)	

Will the proposed policy/project/ strategy etc. impact on equality groups?	
What information / data do you have? What further information do you need? What crossstrand issues do you need to consider? Please include any actual or potential impacts on stakeholders (e.g., Staff; Pupils; Governors; Trustees,)	
Race	
Sex	
Age	
Disability	
Pregnancy and Maternity	
Gender Reassignment	
Marriage and civil partnership	
Religion or Belief	
Sexual Orientation	

Improvement Plan

The Improvement Plan needs to outline actions you propose to take to mitigate actual or potential negative impacts.

Issues Identified	Action Required	Lead	Timescale	Comments

Governance, ownership and approval

Please state here who has approved the actions and outcomes of the assessment (add rows as required)		
Name	Job title	Date

Publishing

This document will act as evidence that due regard to equality and diversity has been given. For record keeping purposes a copy will be kept on file with a copy of the policy and one with the Governing Body / Board of Trustees approval.	
Date screening completed:	
Date agreed: Governors Body / Board of Trustees	
