

Making a statutory flexible working request

About this form

This resource has been designed to help you make a statutory flexible working request. Your school/trust may already have a template form in use. If it does not you can use this resource to help you submit your request in writing. You may also wish to consult with your trade union when drafting your request.

It is possible to request flexible working outside of the statutory route. You should check your school's policy to determine whether your school considers requests which are not made under the statutory right.

IMPORTANT - PLEASE NOTE

Please note, the Employment Relations (Flexible Working) [Act](#) received Royal Assent on 20 July 2023 but its provisions are not yet in effect. When this legislation comes into force, employers will be subject to new requirements when dealing with statutory requests for flexible working. The Act includes the following legislative changes, which are expected to come into force in 2024:

- A reduced timescale of two months (rather than three) for completing the application process (including any appeal).
- A duty for employers to consult with employees before rejecting a flexible working request.
- Permitting employees to make two flexible working requests (rather than one) within a 12-month period.

In addition, further legislation is planned that will allow employees to request flexible working from the start of their employment.

This resource will soon be updated in line with the new legislation.

Section 1 Eligibility

I would like to apply for a statutory flexible working request. I confirm that I meet the following eligibility criteria:

- I have worked continuously as an employee of the school for the last 26 weeks.
- I am an employee of the school.
- I have not made a request to work flexibly under this right during the last 12 months.

Section 2 Details of the requestor

Name:

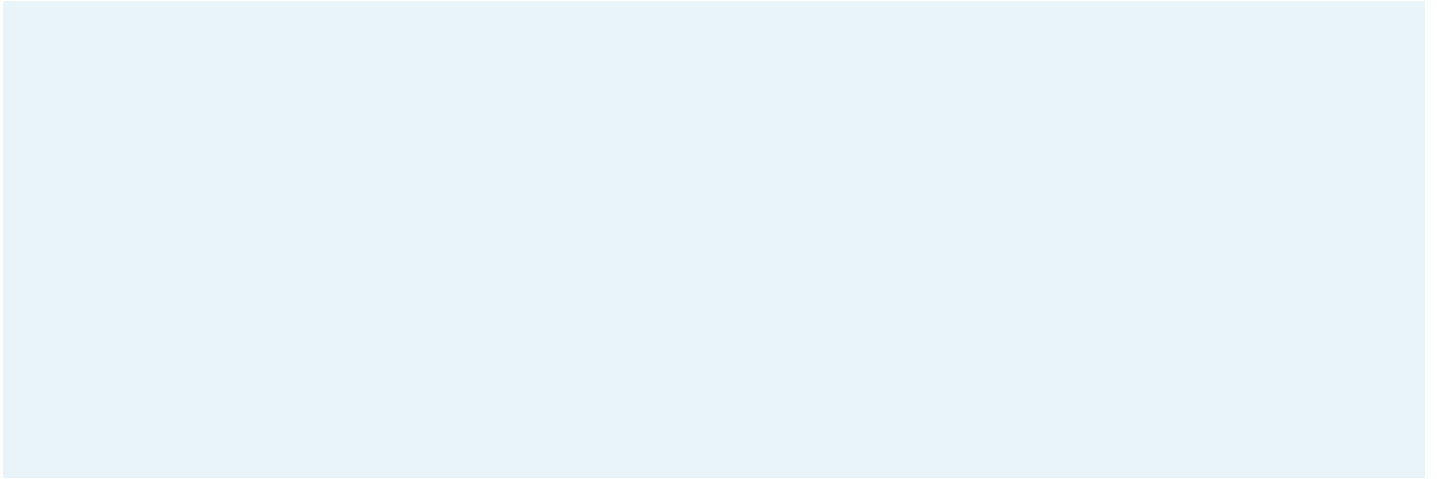
Staff number if applicable:

Section 3 Flexible working request

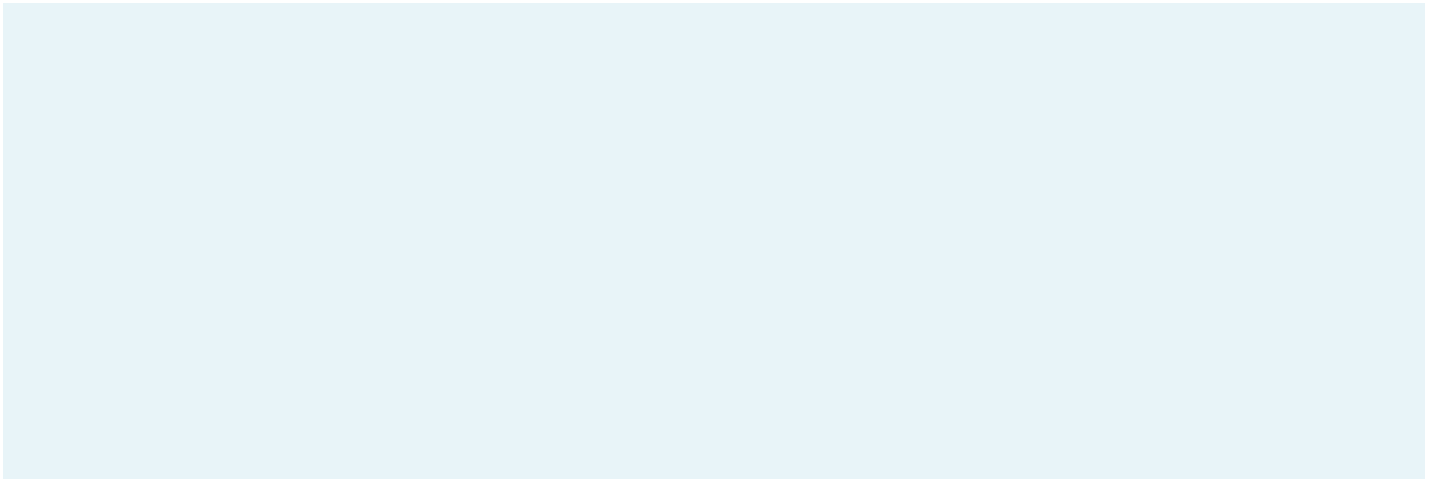
Provide dates of any previous request you have made to work flexibly under this right:

Provide full details of your current working pattern:

Provide full details of the new working pattern you are requesting:

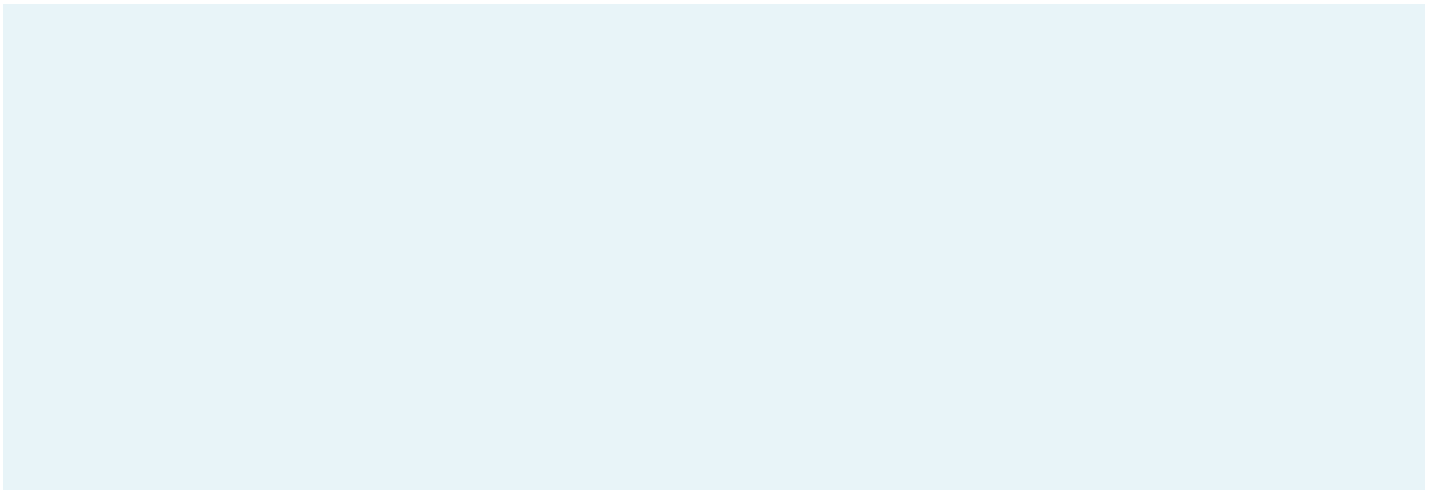


Are you requesting a fixed term arrangement, or are you interested in undertaking a trial period?
Please provide details:



Section 4 Impact of new working pattern

Although the impact of your requested working pattern may be discussed in a meeting with your employer, please describe how you and your employer could deal with the effect of this request on your work, team and school:



You may also wish to include benefits to your work, school, and other staff in your school:

Section 5

Signed/sent by email:

Name:

Date:

Please return this completed application form to the relevant person in your school.

Contact us

If you have a query regarding the flexible working toolkit please contact [DfE's flexible working team](#). If you have suggestions on resources we could develop as part of our toolkit, please [contact Capita](#).