

# 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.

# Section 1 Eligibility

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

- I am an employee of the school.
- I have not already made two formal requests to work flexibly under this right within the last 12 months.

# Section 2 Details of the requestor

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Name:

Staff number if applicable:

# Section 3 Flexible working request

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Provide dates of any previous requests 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

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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](#).