



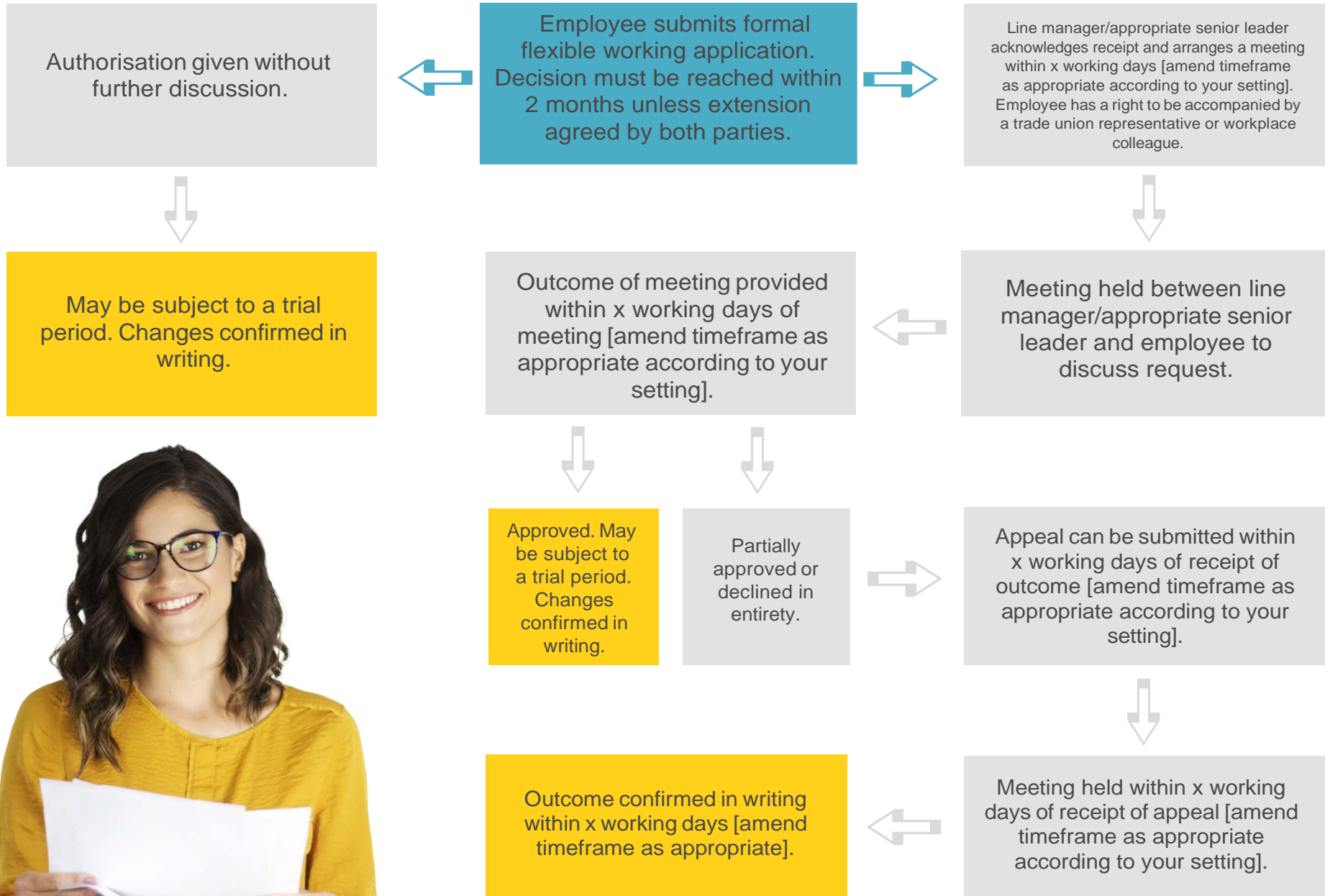
Flexible working request flowchart

About this resource

This flowchart demonstrates the process to make a statutory application for a flexible working arrangement. You may wish to amend as appropriate and include this as part of your school/trust's Flexible Working Policy.

This process must be completed within two months of a request being made. It is good practice to reach a decision as quickly as possible, although the time limit may be extended if agreed by employer and employee.

Flexible Working Request Flowchart





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](#).

