Template Freedom of Information Request – Flexible Working Requests

[Your Name/NASUWT position]

Address line 1

Address line 2

Postcode

[Recipient’s Name]

Address line 1

Address line 2

Postcode

Date

### FREEDOM OF INFORMATION (FOI) REQUEST REGARDING FLEXIBLE WORKING REQUESTS

Dear [insert name]

The NASUWT knows that you will recognise the important role that flexible working has to play in the recruitment and retention of teachers, as well as promoting wellbeing and improving work/life balance.

As part of the Union’s Better Deal for Teachers campaign, the NASUWT is seeking to collect information around the prevalence of flexible working in the teaching profession, including data on requests that have been granted, on both an informal and formal basis.

As such, the Union is requesting, in writing, the following information from [insert the name of the local authority/school/college] about flexible working policies and the levels of flexible working across [insert the name of the local authority/school/college], specifically:

* confirmation that the [insert the local authority/school/college] has a policy in regard to flexible working and that this provides for both an informal and two formal requests for flexible working to be made by an individual as a day one right, as well as including the right of appeal and trade union representation (please include a copy of the policy in the reply);
* the number of jobs advertised on a flexible working basis during the period [insert relevant dates here];
* the total number of informal and formal flexible working requests (including those that constituted a second formal request from an individual) made during the period [insert relevant dates here];
* the number of requests by type of school made during the period [insert relevant dates here] [delete if this question is not applicable, such as a request for information from one school only];
* the composition of those making the requests by protected characteristics made during the period [insert relevant dates here];
* the number of requests that were granted made during the period [insert relevant dates here][[1]](#footnote-1);
* the number of requests that were granted that were from male and female staff during the period [insert relevant dates here];
* the number of requests that were granted that were from staff from minority ethnic backgrounds during the period [insert relevant dates here];
* the number of appeals lodged during the period [insert relevant dates here] following a request for flexible working being denied; and
* the number of appeals during the period [insert relevant dates here] that have been successful.

In order to assist in this, the Union has produced a template which can be accessed at [www.nasuwt.org.uk/FlexibleWorking](http://www.nasuwt.org.uk/FlexibleWorking).

Please note that the NASUWT is making this request for the information outlined above under the Freedom of Information Act 2000 and therefore requires a response within 20 working days.

If you could please respond to the address at the top of this FOI request that would be greatly appreciated.

Yours sincerely

1. Please state how many were received in each year and how many of those were granted. [↑](#footnote-ref-1)