



# DROYLSDEN Academy

## APPLICATION FOR LEAVE OF ABSENCE (NON TEACHING) : TRAINING (CPD)

Please email this form to Mr Davies (Principal) for approval before making any cover arrangements.

### PART 1 : ESSENTIALS

Name: \_\_\_\_\_

Name of Provider: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_ (inclusive)

Total Working Days: \_\_\_\_\_

### PART 2 : LINK TO DEVELOPMENT PLAN

Please explain how course will enhance school/department development plan

### PART 3 :

Please tick to indicate if is cover required for any duty arrangements:

Day	Registration am	Registration pm	Duty Swopped With
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

### PART 4 : AUTHORISATION

The above request for leave of absence for training is approved.

The budget to be used is:

Supply Costs:

Course Fee:

Signature (Principal): \_\_\_\_\_ Date: \_\_\_\_\_