**Name**  **Date form is emailed**

**Period of Absence from Teaching Duties (Dates and times will be inclusive)**

Date from Time from: Date to: Time to:

**Reasons for Absence**

1. **Attendance at Course** *(Include Course supporting email/Course letter via email)*

Title of Course: Location:

Course Provider: Code: EPD/CPD (Delete as needed)

EPD/CPD

**2. Attendance at School Event** *(Internal or External events other than courses - Please give details)*

**3. Other** *(Other events will be subject to the ‘Leave of Absence with/without pay policy’ and an assessed impact on school)*

**(Principal Use Only) Request for Cover is:**

**APPROVED – DECLINED** Further Comment