

# Request to utilise long term supply staff



This form must be used in order to assist the Trust and the School to control the use of supply and ensure the relevant agencies are offering value for money.

Long Term cover is assumed to be using a person(s) and/or organisation(s) to cover a person and/or vacancy for a period of time of over 10 school days.

Prior to confirming long term supply the arrangement needs to be confirmed by the Headteacher, CEO and CFO.

<b>School</b>				
<b>Reason for Absence Cover (please provide details)</b>	<b>Vacancy</b>		<b>Additional Funding</b>	
	<b>Absence</b>		<b>Other</b>	
<b>Position Covered</b>			<b>Day Rate</b>	£
<b>Is the position within the current staff structure</b>				
<b>Expected Length of cover</b>				
<b>Supply Agency Used</b>				
<b>Will the supply become Temp to Perm</b>				
<b>Other Comments</b>				

Enclosed: **(1)** Copy of Structure [ ]

Supply Requested by: \_\_\_\_\_ Signed: \_\_\_\_\_

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Authorised: Signed: \_\_\_\_\_ (CEO) Signed \_\_\_\_\_ (CFO)