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| **Staff Vacancy Alternative Spend Form** |

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| **Name of School** |  |
| **Staffing Budget Code** |  |
| **School Finance Contact** |  |

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| **Details of vacancy:**  |

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| **Details of planned spend:*** Alternative approach proposed and rationale
* Cost
* Period of time alternative provision is planned for
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Signature of Head Teacher: Date:

**Please send all completed forms to the QIM for the school and copy to the school finance contact.**