



Willington Primary School

Chapel Street, Willington, County Durham. DL15 0EQ.

T: 01388 746414

E: willington@durhamlearning.net

W: www.willington.durham.sch.uk

Headteacher: Mrs Harker

Application for Leave of Absence During Term Time

NAME OF CHILD(REN):		CLASS:
NAME(S) OF PARENT(S)/CARER(S) 1. 2.		
FIRST DAY OF ABSENCE:	LAST DAY OF ABSENCE:	
TOTAL NUMBER OF DAYS ABSENT FROM SCHOOL:		
REASON FOR APPLICATION (PLEASE GIVE SUFFICIENT DETAIL TO INFORM DECISION MAKING):		
DETAILS OF ANY OTHER APPLICATIONS FOR LEAVE OF ABSENCE IN SCHOOL TERM TIME:		
SIGNATURE OF PARENT/CARER	DATE:	

FOR OFFICE USE	
ATTENDANCE TO DATE (CURRENT ACADEMIC YEAR):	
AUTHORISED:	UNAUTHORISED:
PERSISTENT ABSENTEE: YES/NO	
LEAVE OF ABSENCE AUTHORISED BY:	LEAVE OF ABSENCE UNAUTHORISED BY:
DATE:	
COMMENTS:	

Please submit this form to the Headteacher prior to booking any holiday. Your request will be considered and you will receive a response within 8 school days of receipt.

