

This is a template that you can use to inform your child's school that they are to be deregistered and removed from the school attendance roll. Please note that educators are not always informed on the process for deregistration. So stay confident that this is a legal and available option to you and your family.

Don't forget to ask for a dated receipt of acceptance.

Sarahlynn &
The Bettering Youth team



Your name and address

Date
Head teacher's name
School Name
School Address

Dear (Head's name), Ref: (Full name of child and date of birth)

(If the school has been supportive of the child, you may wish to thank the staff for their support to date by writing a brief line thanking the staff for that support).

Please remove (child's name) from the school roll with immediate effect as (he/she) is now home educated in accordance with the Education Act 1996 s.(7). (If you want to give notice to the school, change this to change to 'Please remove (child's name) from the school roll with effect from (date) as (he/she) will be home educated from that date, in accordance with the Education Act 1996 s.(7).)

Please confirm receipt of this letter and that (child's name) has been removed from the roll in accordance with (in England) the Education (Pupil Registration) (England) Regulations 2006 s(8)(1)(d) Or (in Wales) the Education (Pupil Registration) (Wales) Regulations 2010 s(8)(1)(d)

Yours sincerely
Your name in full