

# Check list for De-Registering a Child in the UK school system:

Please note that this information is correct in regards to students in England, as of August 2022. Please contact Sarahlynn at [betteringyouth.co.uk](mailto:betteringyouth.co.uk) for more information.

Should you require support for the transition period, student wellbeing or academic support, please connect with Bettering Youth, an academic tutoring company that provides emotional wellbeing coaching and mentoring.

## Basic procedure to deregister from a 'standard' school:

If your child attends a normal state school, by that I mean **not a special needs school** (please contact [Betteringyouth.co.uk](mailto:betteringyouth.co.uk) for more information on students who are SEN + attend a special needs school), to deregister your child you must send a **letter** to the Head Teacher of the school. Your child should then be de registered. The Head Teacher must immediately inform the Local Authority. The LA will probably make contact to ensure that you are providing an education for your child (see the [FAQ.](#))

Deregistration is not normally at the discretion of the LA or the Head Teacher. With three exceptions, there are no grounds in law for them to refuse to deregister your child.

1. The child attends a Special Needs School, (this does not include being registered at a special unit at a 'standard' school.)
2. There is a School Attendance Order in place.
3. There is a Educational Supervision Order in place.

## Tips for a smooth deregistering:

1. Write a letter to the Head Teacher outlining that you are executing your right to deregister your child.  
See [sample letter here](#)
2. Submit this letter in person, or via registered post

\*You can deregister up to the morning of the day on which you intend NOT to send your child in to school

3. Get a dated receipt of submission
4. Follow it up with an email version to ensure there is no denying you sent this information to the school.

## Contacting the LA

Unless your child is attending a Special Needs School there is **no requirement** for parents contact the LA themselves. This should (in law) be done by the school. If the school fails to inform the LA it is a problem for the LA and the school, it has no implications for the parents or child.

Similarly there is no advantage to be gained by informing the LA of your child's deregistration. The advice from Home-education.org.uk is **not** to inform the LA yourselves but rather to wait for the LA to contact you. If they do not do so, then leave the matter as it stands. LAs have little if anything to offer you and there is no requirement for them to respond.

## Sending your Deregistration letter & receiving confirmation

It is important that you send the deregistration letter by **recorded delivery** as if the school claims not to have received it they could initiate criminal proceedings against you for truancy. Therefore, it is important that you have physical evidence of having sent the letter to the school. It is also advisable that you obtain written confirmation from the school that the child has been deregistered.

Bettering Youth suggests recorded delivery and an email with a read receipt attached. We'd send the email first.

## Refusal to deregister

In some instances, schools will attempt to persuade you the your child does not the right to deregister. They are misinformed.

An attempt to discuss the deregistration and insurance that students attend school while approval is sought from the local authority is \*not\* legal and may be considered harassment.

The head teacher is exposing themselves to a criminal prosecution and attempts to fine the parents for their child's non-attendance is unenforceable in law. Therefore this follow up email has been recommended on many home educating forums.



### **Follow up letter England**

The law regarding registrations are contained in the [Pupil Registration Regulations 2006](#) which has been amended several times.

Other resources:

[How to Deregister Your Child from School](#) blog by Bettering Youth

[How to prepare to deregister your child from a UK school](#) blog by Bettering Youth

[Can Home Educated Students Attend University?](#) Blog by Bettering Youth