

School Deregistration Letter

Template — Otio Academy Parent Zone

Use this letter to formally withdraw your child from school to home educate. Replace all sections in [brackets] with your own details. In England, you have the legal right to deregister your child from school at any time — you do not need the school's permission.

[Your full name] [Your address line 1] [Your address line 2] [Your postcode]

[Date]

[Headteacher's name] [School name] [School address] [School postcode]

Dear [Headteacher's name],

Re: Withdrawal from school roll — [child's full name], date of birth [DD/MM/YYYY]

I am writing to inform you that I have decided to withdraw my child, [child's full name], from [school name] in order to provide education at home, as is my right under Section 7 of the Education Act 1996.

I request that [child's name] is removed from the school roll with effect from [date — this can be immediate or a future date].

Please confirm in writing that [child's name] has been removed from the school roll. Under Regulation 8(1) (d) of the Education (Pupil Registration) (England) Regulations 2006, the school must delete the pupil's name from the register once the parent has notified the school in writing that the child is being home educated.

[Optional — include if applicable:] I understand that the school is required to notify the local authority when a child is removed from the roll. I am happy to engage with the local authority regarding my arrangements for [child's name]'s education should they make contact.

[Optional — include if your child has an EHCP:] [Child's name] has an Education, Health and Care Plan (EHCP). I understand that deregistration from school does not affect the EHCP, which remains in force. I will be in contact with the SEN team at [local authority name] regarding the provision named in [child's name]'s plan.

I would be grateful if you could arrange for [child's name]'s school records, including any SEN documentation, to be made available to me.

Thank you for your attention to this matter.

Yours sincerely,

[Your full name]

[Your phone number]

[Your email address]

Important notes:

- **You do not need the school's permission** to deregister your child. This letter is a notification, not a request.
- **The school must remove your child from the roll** once they receive written notification. They cannot refuse or delay.
- **Exception:** If your child attends a special school (one that exclusively admits children with SEN/EHCP), you may need the local authority's consent before deregistering. Contact your local IASS for advice.
- **The local authority may contact you** to ask about your educational arrangements. You are not legally required to follow the National Curriculum at home, but you must provide a suitable full-time education.
- **Keep a copy of this letter** and send it by email or recorded delivery so you have proof of the date it was sent.

This template is provided by Otio Academy for informational purposes only and does not constitute legal advice. For guidance on home education law, visit edyourself.org or contact your local IASS.

www.otioacademy.com/parent-zone/homeschool