Regarding: (CHILDS NAME) (YEAR OF SCHOOL) (DOB)

Dear (HEAD TEACHERS NAME)

I am writing to inform you, that after very careful consideration and discussion, I wish to de-register (CHILDS FULL NAME). (CHILDS NAME) is now going to be receiving an education at home in accordance with Section 7 of the Education Act 1996.

Therefore, please remove (CHILDS NAME) from the school register as of this date (DATE) in accordance with the Education (Pupil Registration) Regulation 2016 section 8(1)(d) for mainstream schools. We will ensure that our (SON/DAUGHTER) is provided with an efficient, full-time education, suitable to (HIS/HER) age, ability, aptitude and to any special educational needs.

Please validate that (CHILDS NAME) has been officially de-registered by confirming receipt of this email.

I wish all future communications to be in writing to my address which is (ADDRESS).

Kind regards

(NAME OF PERSON WITH PARENTAL RESPONSIBILITY)