

*Your Address*

*Head teacher's Name*

*School name*

*Schools address*

*The Date*

Re: *Full name of child*      d.o.b. *Date of birth*

Dear *Head's name*

I am writing to inform you that my *son/daughter Child(rens) Name(s)* is receiving an education at home, otherwise than at school in accordance with Section 7 of the 1996 Education Act.

Therefore, I would be grateful if you would remove *his/her/their name(s)* from the school register as from *the date you wish to leave* in accordance with the Education (Pupil Registration) Regulation 8(1)(d) 2006 for mainstream schools

Please confirm in writing that my child(*ren*) *has/have* been removed from the school register.

Yours sincerely

*sign here*

*Your name*