

De-registration: England

In England, parents wanting to remove a child from the school roll in order to home educate need to go through the de-registration process. This involves writing to the head teacher or proprietor of the school. The relevant regulations are [The Pupil Registration Regulations \(England\) 2006](#). Under regulation 8(1)(d), a 'school-age' pupil's name is to be deleted from the admissions register if *'He has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.'*

The 2006 Registration Regulations do not permit for a delay in removing the child's name from the school roll. Paragraph 12(3) reads as follows:

'(3) As to the contents of the admission register comprising particulars relating to a pupil whose name is to be deleted in accordance with regulation 8(1)(d), (e),(g),(i) or (m), the proprietor shall make a return to the local authority for every such pupil giving the full name of the pupil, the address of any parent with whom the pupil normally resides and the ground upon which their name is to be deleted from the admission register as soon as the ground for deletion is met in relation to that pupil, and in any event no later than deleting the pupil's name from the register.'

Government guidance indicates that two days might be a reasonable assumption in order for a notification letter from the school to arrive at the local authority. The Government also states that the register must be marked 'authorised absence' once notification of de-registration has been received from parents.

'182. Any delay in de-registration due to informing the local authority should be treated as authorised absence (if the pupil is absent). For example, if a pupil leaves a school on 31 January and a letter informing the local authority of the impending deletion from the roll is sent the same day, the school should not delete the child from the roll until 2 February (thereby allowing two days for the letter to arrive). Schools must not unreasonably delay sending the information to the local authority and should only allow the minimum time necessary for the notice to arrive.'

'155. School and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain schools' and local authorities' agreement to educate their children at home.'

Below you will find a suggested brief de-registration letter for those deregistering a child from a school in England. It doesn't need to be long or give any reasons for your decision or any details about your plans. If you have had a friendly relationship with the school you may like to add a note of thanks or give reason for your decision, but this is not necessary.

Local authorities are not entitled to stipulate that the home education must be 'approved' before the child's name can be taken off the school register.

Dear [insert name of headteacher]

Re: [insert name of child + date of birth]

After careful consideration I/we have decided to withdraw my/our son/daughter from school in order to take personal responsibility for his/her education. Please delete his/her name from the register in

accordance with Education (Pupil Registration) Regulation 8(1)(d) 2006, as he/she is now receiving education otherwise than at school.

Please will you confirm receipt of this letter and inform us of the date that our son/daughter's name was removed from the register.

Yours sincerely etc.

Children with SENs attending Special Schools

Although regulation 8 (1) (d) effectively allows deregistration on demand, it does not apply to children who have been placed by the LA in special schools. Regulation 8(2) provides that in this situation a child cannot be deregistered without the LA's consent. This restriction is meant to protect the interests of more vulnerable children by ensuring that their special needs are met. Section 7 of the 1996 Act makes it clear that the right to "otherwise" education extends to children with special needs.

A sample letter that could be used in this instance is shown below.

Dear [insert name of LA officer]

Re - (Child's name - date of birth - special school attended)

We are writing as the parents of the above-named child, who is a child for whom the LA currently maintains a statement of special educational needs and who is a registered pupil at (name) Special School, (address).

After very careful consideration, and following amicable discussions with staff and teachers from the above named school, we have now decided to take full responsibility for providing for our son's education 'otherwise than at school', in accordance with section 7 of the 1996 Education Act. We therefore seek the consent of the Local Authority to allow (child's name) name to be deleted from the admission register of the school, in accordance with Education (Pupil Registration) Regulation 8(2) 2006. Once consent has been given we will provide our son/daughter with an efficient full-time education suitable to his/her age, ability, aptitude and to his/her special educational needs.

We look forward to consent for (child's name) name to be deleted from the admission register being given to the proprietor of (name) Special School in the very near future and request that confirmation of such action be forwarded to us within the next 14 days.

Yours etc

The child should attend school until you are certain that they have been taken off roll.

Links

Pupil Registration Regulations (England):

http://www.legislation.gov.uk/ukxi/2006/1751/pdfs/ukxi_20061751_en.pdf

Guidance on Pupil Registration Regulations: <https://bit.ly/2JBL5XW>

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