

Your address

The Date

Head teacher's Name
School name and address

Dear (Head's name)

Name of child . Date of birth

I am writing to inform you that I/we have decided to withdraw our son/daughter from school in order to take personal responsibility for her education. Please delete her name from the register in accordance with Education (Pupil Registration) Regulation 8 (1) (d) 2006, as she is now receiving education otherwise than at school.

Yours sincerely etc.