



Deregistration notice

Parents should remember that school staff are not trained in how to respond to notice of deregistration and inaccurate information that they give will most usually be due to misunderstanding.

Notice must be given by a person with parental responsibility and only one person need give notice.

Your name
and address

Date

Head teacher's name
School Name
School Address

Dear (Head's name),

Ref: (Full name of child and date of birth)

(If the school has been supportive of the child, you may wish to thank the staff for their support to date by writing a brief line thanking the staff for that support).

Please remove (child's name) from the school roll with immediate effect as (he/she) is now home educated in accordance with the Education Act 1996 s.(7).

(If you want to give notice to the school, change this to change to 'Please remove (child's name) from the school roll with effect from (date) as (he/she) will be home educated from that date, in accordance with the Education Act 1996 s.(7).)

Please confirm receipt of this letter and that (child's name) has been removed from the roll in accordance with **(in England)** the Education (Pupil Registration) (England) Regulations 2006 s(8)(1)(d)

Or **(in Wales)** the Education (Pupil Registration) (Wales) Regulations 2010 s(8)(1)(d)

Yours sincerely

Your name in full