



School not deregistering

Date

Your name
Your address

Head teacher name
School address

Dear (head teacher's name),

Ref: (child's full name and date of birth)

I acknowledge receipt of your (letter, email, note) dated (date).

I wrote to you on (date) to remove (name) from the school roll. No consent is required to home educate a child unless that child is attending a special school, under arrangement of the local authority. This is not the case with (name).

There is no duty upon me to notify the Local Authority about my decision to home educate (name), however, there is a duty upon you to make a return to the local authority (insert either England or Wales section):

England:

(6) Where the name of a pupil is to be deleted from the admission register, the proprietor must make a return to the local authority for that pupil as soon as the ground for deletion under regulation 8 is met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register.

(The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2016 s 12 (6))

Wales:

'(3) When the name of a pupil has been deleted from the admission register in accordance with regulation 8(1)(c), (d), (g), (i) or (m), the proprietor must make a return to the local authority giving the full name and address of that pupil within the ten school days immediately following the date on which the pupil's name was so deleted'. (The Education (Pupil Registration) (Wales) Regulations 2010 s(8)(1)(d))

(Local authority name) may not instruct you to await a decision from them, or notification to them, prior to removing a child from the school roll.

Failure to action removal from the school roll immediately upon receipt of a notification from the parent, places you in breach of the Education (Pupil Registration) (England) (Amendment) Regulations 2006.

I respectfully suggest that you make no further delay in removing (name's) details from the school roll.

Yours sincerely

Your name in full
