

Request to confirm deletion from the register

A brief administrative follow-up. Written confirmation of the deletion date is useful evidence that your child has been effectively deregistered.

England · Wales · NI

Admin follow-up

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YOUR NAME

DATE

YOUR ADDRESS

HEAD TEACHER / RECIPIENT NAME

EMAIL / PHONE

SCHOOL / AUTHORITY NAME

Dear _____,

Further to my notice dated _____ regarding my child, _____, I should be grateful if you would confirm in writing:

1. the date on which my child's name was deleted from the admission register; and
2. that the required notification has been / will be made to the local authority.

Thank you for your help.

Yours sincerely,

Signature

Print name & date