

Deregistration checklist

For a mainstream school in England, Wales or Northern Ireland. (Scotland and LA-arranged special schools are different — see those resources.)

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- Written notice prepared, addressed to the head teacher / principal
- Notice states it's a notification, not a request
 - No reason for home educating is required
- Child's full name, date of birth and the effective date included
- Sent with proof of the date (receipt / saved email / tracked post)
- Effective date understood
 - England/Wales: after the stated day · NI: on the school's receipt
- Confirmation of the deletion date requested in writing
- Copies of everything kept
- Expect the school to notify the local authority (or EA in NI)
- Be ready for the LA / EA to make friendly contact afterwards