

Deregistration notice

For a child at an **ordinary (mainstream) school in England**. This is a notification, not a request — once the stated day has passed, the school **must** remove your child from the admission register (School Attendance (Pupil Registration) (England) Regulations 2024, reg 9(1)(f)).

England

Mainstream school

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HOW TO USE THIS TEMPLATE

Address it to the **head teacher** — not the local authority and not the class teacher.

You do **not** need to give a reason for home educating, and the school cannot refuse.

Send it in a way that gives you proof of the date (a dated receipt, a saved email, or tracked post).

Different rules apply if your child is at an LA-arranged special school (consent needed), or if a School Attendance Order names the school. See those templates instead.

YOUR NAME

DATE

YOUR ADDRESS

HEAD TEACHER / RECIPIENT NAME

EMAIL / PHONE

SCHOOL / AUTHORITY NAME

Dear _____,

I am writing to notify you that my child, _____ (date of birth _____),
in _____ (class / year group), will no longer attend _____ (school)
after _____ (date), and will from that date receive education otherwise than at
school.

Please remove my child's name from the school's admission register and make the required
return to the local authority. I would be grateful if you would confirm in writing the date of
deletion.

Yours sincerely,

Signature

Print name & date