

Deregistration notice

For a child on a school roll in **Northern Ireland**. You do **not** need the Education Authority's permission. Write to the principal; deregistration is effective on the school's receipt of your letter. The school notifies the EA.

Northern Ireland

No consent needed

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HOW TO USE THIS TEMPLATE

Address it to the **school principal**.

NI does **not** require Education Authority consent to withdraw (this is different from Scotland).

Send it recorded / signed-for, or ask for a dated receipt — deregistration takes effect when the school receives it.

YOUR NAME

DATE

YOUR ADDRESS

HEAD TEACHER / RECIPIENT NAME

EMAIL / PHONE

SCHOOL / AUTHORITY NAME

Dear _____,

I am writing to inform you that I am withdrawing my child, _____ (date of birth _____), from _____ (school) with effect from _____ (date), in order to educate them at home (otherwise than at school).

Please remove my child's name from the school roll and notify the Education Authority.

Please acknowledge receipt of this letter.

Yours sincerely,

Signature

Print name & date