

Deregistration notice

For a child at a **mainstream school in Wales**. The school must delete your child's name from the admission register (Education (Pupil Registration) (Wales) Regulations 2010, reg 8(1)(d)). No local authority consent is needed; the school notifies the LA within 10 school days *after* removal.

Wales

Mainstream school

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HOW TO USE THIS TEMPLATE

Address it to the **head teacher**. No reason for home educating is required.

Keep proof of the date you sent it.

If your child has **additional learning needs (ALN)** you may mention it, but you do not have to.

An LA-arranged **special school** placement needs LA consent — use that template instead.

YOUR NAME

DATE

YOUR ADDRESS

HEAD TEACHER / RECIPIENT NAME

SCHOOL / AUTHORITY NAME

EMAIL / PHONE

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 admission register and notify the local authority as
required. Please confirm the date of deletion in writing.

Yours sincerely,

Signature

Print name & date