

# Request for consent to deregister (LA-arranged special school)

For a child at a **special school in England placed there under arrangements made by the local authority**. The school cannot delete your child's name without the LA's consent (School Attendance (Pupil Registration) (England) Regulations 2024, reg 9(2)). The trigger is the LA arrangement, not the EHC plan itself.

England

Special school · SEND

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## GOOD TO KNOW

If you arranged the special-school place yourself (not under LA arrangements), the ordinary mainstream notice may apply instead.

For SEND-specific help, organisations such as **IPSEA** and **SOS!SEN** offer free guidance. Consider speaking to them before you send anything.

YOUR NAME

DATE

YOUR ADDRESS

HEAD TEACHER / RECIPIENT NAME

EMAIL / PHONE

SCHOOL / AUTHORITY NAME

Dear \_\_\_\_\_,

My child, \_\_\_\_\_ (date of birth \_\_\_\_\_), is a registered pupil at \_\_\_\_\_ (special school), attended under arrangements made by the local authority. EHC plan reference (if any): \_\_\_\_\_.

I intend to educate my child otherwise than at school (home education) from \_\_\_\_\_ (proposed date). As required by regulation 9(2) of the School Attendance (Pupil Registration) (England) Regulations 2024, I am requesting the local authority's consent to my child's name being deleted from the school's admission register.

I should be grateful for your decision in writing, and I am happy to discuss my plans and how my child's needs will be met. I understand that the EHC plan continues to be maintained and reviewed.

Yours sincerely,

Signature

Print name &amp; date