School Name

Address

Town

County

Postcode

Your Name

Address

Town

County

Postcode

DATE

Re: YOUR CHILD’S NAME & (DOB)

Dear HEADS NAME HERE,

I/we have decided to withdraw my/our child from school, as I/we have made other arrangements for her/his education.

Please delete her/his name from the register with immediate effect in accordance with Education (Pupil Registration) Regulation 8(1)(d) 2006, as he/she is now receiving education otherwise than that provided at school.

I/we will ensure that my/our son/daughter is provided with an efficient full-time education suitable to his/her age, ability, aptitude and to any special educational needs.

I/we would be grateful if you could please confirm that you have received this email/letter and that you have taken INSERT CHILD’S NAME off the register on INSERT DATE HERE.

Kind Regards

SIGNATURE HERE

YOUR NAME, mother/father of CHILD’S NAME and YEAR GROUP.