

Your address
The Date

School
Head teacher's Name

Dear (Head teacher's name)

Re: (Your child's name & date of birth)

After careful consideration I/we have decided to withdraw my/our daughter/son from school in order to take personal responsibility for her/his education. Please delete her/his name from the register in accordance with Education (Pupil Registration) Regulation 8(1)(d) 2006, as she/he is now receiving education otherwise than at school.

Please will you confirm receipt of this letter and inform us of the date that our daughter's/son's name was removed from the register.

Yours sincerely,

(Your name/s)