YOUR

ADDRESS

HERE

SCHOOL

ADDRESS

HERE

DATE

Re: (CHILD’S FULL NAME) - D.O.B: 0/0/0000

Dear (HEAD TEACHER’S NAME)

Please remove (CHILD’S NAME) from the school roll with immediate effect in accordance with the Education (Pupil Registration) Regulation 2016 Section 8(1)(d) as (he/she) is now home educated in accordance with Section 7 of the 1996 Education Act.

Please confirm receipt of this letter and that (CHILD’S NAME) has been removed from the roll.

Yours sincerely

(YOUR NAME)