

**SAMPLE DEREGISTRATION LETTER**

Your address here:

1 Wokingham Street

Wokingham

Berkshire

RG40 1ZZ

The Date

Dear (Headteacher's Name),

**Re: Child's Name (date of birth)**

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

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

Yours sincerely,

Signed