Dear [Headteacher’s Name],

Ref: [Child’s Full Name] and Date of Birth

Please remove [Child’s Name] from the school roll with immediate effect in accordance with Regulation 9(1)(f) of The School Attendance (Pupil Registration) (England) Regulations 2024. [Child’s Name] is now home educated in accordance with Section 7 of the 1996 Education Act. The date of withdrawal has passed, and no school attendance order naming the school is in force.

Kindly confirm receipt of this letter and that [Child’s Name] has been removed from the roll.

Yours sincerely,

[Your Name]