

Consent to Deregister Template Letter

From an SEN School

Send this letter to the Local Authority Special Educational Needs Team and a copy to the SEN school.

Date

Your Name & Address

Local Authority Name

Address

CC School Name

Address

Dear Director of Education / Dear (Head of the School),

Ref: Child's name / date of birth / name of SEN school

Our son/daughter, (child's name), currently attends and is registered at (SEN school).

However, after careful consideration and in-depth discussions, we have made the decision to home educate and will be taking full responsibility for (child's) education, in line with section 7 of the 1996 Education Act.

Following procedure, we are writing to request consent from the Local Authority to have (child's) name erased from the school register, in accordance with Regulation 8(2) of the Education (Pupil Registration) Regulations 2006.

We will ensure that (child) gets the best out of his/her education. His/her needs are (xx and yy), and will meet these needs by . . . (Explain in a couple of paragraphs how you

will meet your child's SEN. Your answers should be detailed to satisfy the LA. Refer to the EHC plan if you need to.)

We look forward to receiving your confirmation that (child's) name is removed from the school register.

Yours sincerely,