

The Letter That Starts It All

One letter to the headteacher and it is done. No permission needed, no reason required. Send it, and from that day, this is yours to shape.

A few things worth knowing first

- Address it to the headteacher. Not the class teacher, not the council, just the person who can actually action it.
- You do not need a reason. None. The school cannot ask for one, and it cannot say no.
- Get proof it was sent, an email you can find again, or post that leaves a trail. Future you will be glad of it.
- One exception: if your child is on roll at a special school arranged by the Local Authority, or there is a School Attendance Order in place, this is not your letter. Different situation, different rules, seek advice first.

The letter

[Your name]

[Your address]

[Your email / phone]

[Date]

[Headteacher's name]

[School name and address]

Dear [Headteacher's name],

I am writing to give notice that [child's full name], date of birth [DOB], currently in [year group], will be withdrawn from [school name] with effect from [date]. From this date, I am taking responsibility for their education under Section 7 of the Education Act 1996.

Please remove my child's name from the school's admission register from this date, and confirm this has been done in writing so I have a record of it.

Yours sincerely,

Signature _____

Print name and date _____

This is a starting point, not legal advice. Home education law shifts about a bit, so double check current guidance before you send. Anything involving an EHC Plan, a special school, or a School Attendance Order is worth getting specialist advice on first.