Dear [insert name of headteacher]

Re: [insert name of child + 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/daughter’s name was removed from the register.

Yours sincerely,