

Your Name  
Your Address

To: Name of child's school  
Address of child's school

Date

**Subject: Notification of intention to remove [child's full name] from [Name of school]**

Dear [Name of Headteacher],

I am writing to inform you of my intention to remove my child, [full name], from [name of child's school] with immediate effect.

From this time onwards, [child's name]'s education will be conducted at home, in an efficient manner and on a full-time basis, as outlined in Section 7 of the Education Act of 1996.

Please be so kind as to remove [child's name] from the roll of [name of child's school] at your earliest convenience.

Thank you very much for your cooperation.

Yours sincerely,

*Your Signature*

[Your Name}.