

Mr/Mrs
Director of Education
Anytown Borough Council
Education Department
Full Address and Post Code

Dear

Re - (Child's name - date of birth - special school attending)

We are writing as the parents of the above named child, who is a child for whom the LEA currently maintains a statement of special educational needs and who is a registered pupil at (name) Special School, (address).

After very careful consideration, and following amicable discussions with staff and teachers from the above named school, we have now decided to take full responsibility for providing for our son's education, 'otherwise than at school' in accordance with section 7 of the 1996 Education Act.

We therefore seek the consent of the Local Education Authority to allow (child's name) name to be deleted from the admission register of the school, in accordance with Regulation 8(2) of the Education (Pupil Registration) Regulations 2006. Once consent has been given we will provide our son /daughter with an efficient full-time education suitable to his age, ability, aptitude and to his special educational needs.

We look forward to consent for (child's name) name to be deleted from the admission register being given to the proprietor of (name) Special School in the very near future and request that confirmation of such action be forwarded to us within the next 14 days.

Yours etc