

Request to Withdraw Child from School – Home Education (ASN / CSP – Scotland)

Dear [Headteacher's Name] and [Local Authority Education / ASN Team],

I am writing to formally request consent to withdraw my child, [Child's Full Name], date of birth [DD/MM/YYYY], from [School Name], in order to provide education at home.

My child has Additional Support Needs and currently has a [Co-ordinated Support Plan (CSP) / Additional Support Plan]. I am aware that, under Section 35 of the Education (Scotland) Act 1980, parents may choose to educate their child otherwise than at school, and that where a child is registered at a public school, consent from the Local Authority is required prior to removal from the school roll.

I also understand that the Local Authority retains its duties under the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended), including duties to identify, review, and make adequate and efficient provision for my child's additional support needs, regardless of the educational setting.

This letter therefore serves as a formal request for consent to electively home educate. I am willing to engage reasonably with the Local Authority regarding arrangements for how my child's additional support needs will be met, and how any existing plans (including the CSP, if applicable) will be maintained and reviewed following withdrawal from school.

Please confirm receipt of this request, advise on any information required to support your decision, and provide an indication of the timescale for responding.

Yours sincerely,

[Your Full Name]

[Address]

[Contact Telephone Number]

[Email Address]