

De-registration Request – Child with an EHCP

Dear [Headteacher's Name] and [Local Authority SEN Team],

I am writing to formally notify you that I wish to withdraw my child, [Child's Full Name], date of birth [DD/MM/YYYY], from [School Name], in order to electively home educate.

My child currently has an Education, Health and Care Plan (EHCP). I understand that where a child has an EHCP, the duty to secure provision under Section 42 of the Children and Families Act 2014 remains with the Local Authority.

I am requesting that the Local Authority confirm arrangements for my child's education otherwise than at school, including how the EHCP will be maintained, reviewed, and delivered while my child is home educated.

This letter should be treated as formal notice of my intention to home educate, and I request written confirmation of the next steps, including any proposed amendments to Section I of the EHCP.

Please confirm receipt of this letter and advise on the process and timescales for updating the EHCP accordingly.

Yours sincerely,

[Your Full Name]

[Address]

[Contact Telephone Number]

[Email Address]