

<Con Sal> <Con Fore> <Con Sur>
<Address Street>
<Address Town>
<Address County>
<Address Post Code>

<Today Date Full>

REF

Dear <Con Sal> <Con Sur>

Our records show that you are currently educating <Young Person> at home and I would ask you to contact me as soon as possible to discuss the education that you are providing.

This is an informal enquiry as suggested in DCSF guidelines for elective home education.

Further information on elective home education and the responsibilities of parents and education boards can be found on the NI Direct government website -

<http://www.nidirect.gov.uk/educating-your-child-at-home>

If your children are no longer being home-educated, please let me know so that I can keep our records accurately updated.

Yours sincerely