



IN YEAR APPLICATION FORM 2025-2026

KIDGATE ACADEMY

Section A: Pupil Details

First Name (s)							
Surname							
Gender	Male ☐ Female ☐						
Date of birth	/ /						
Year Group	FS2 ☐	Y1 ☐	Y2 ☐	Y3 ☐	Y4 ☐	Y5 ☐	Y6 ☐
Home Address							
Post Code							

Is the child Looked After by the Local Authority Yes ☐ No ☐

Does the child have an Education Health Care Plan (EHCP)? *Yes ☐ No ☐

* If your child has an Education Health Care Plan (EHCP) you will need to contact SEND team at Lincolnshire County Council on Tel No 01522 553332 as they will need to consult with your preferred school before admission can be arranged. **You cannot apply using this form if your child has an EHCP.**

Section B: Parents/Carers Details

Title	Mr ☐	Mrs ☐	Miss ☐	Ms ☐
First Name (s)				
Surname				
Are you the child's	Parent ☐	Carer ☐	Social Worker ☐	
Telephone Number				
Mobile Number:				
E-mail address				

Is there anyone who should not have access to, or information about the child? Yes ☐ No ☐

If Yes please specify who and for what reason

Section C: Current School Details

Current School	
Address	
Telephone Number	
Last date attended (if left)	

Section D: Reason for Admission/Transfer
Reason for admission / transfer request (If you have moved house please give the old and new address and date of moving. Please note we may request some evidence of the move)

Section E: Other Information
If you are requesting a transfer due to a change of address or for any other reason, have you informed your child's current school? Yes ☐ No ☐
If you do not wish discuss the transfer with your child's current school, please advise the reason for this below and sign.
Parent/Carer Signature:
Is there any information about your child that you feel may be useful to? (e.g. other agencies involved, any additional support required etc?)

Section F: Requested School Details

Name of School: Kidgate Academy

Reasons you think are relevant:- (please tick)

Catchment: ☐

Sibling attends: ☐

Name of sibling:

DOB of sibling: **Year Group:**

Distance: ☐

Religion or Faith: ☐ (please give details

Other: ☐ (please give details)

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NOTES:

- Although you are asked to give reasons for applying for the Academy we can only apply the reasons if they are part of the published admission criteria.

If all of the relevant sections have not been completed or if information is incomplete, the form will be returned to you and this could delay your application. Therefore, please ensure you complete the form in as much detail as possible.

Section G: Declaration

I confirm that by signing this document, where more than one person shares parental responsibility for the child, I have consulted and agreed with that person on this application prior to submission.

In addition I am aware that where parents/carers share equally parental responsibility for the child then only one address can be considered and this is the one nominated on this CAF (this will be verified by the local authority on behalf of all admission authorities. Note: Documentary evidence may be requested).

Name:

Signature:

Parent / Carer / Social Worker (Delete as appropriate)

Date:

What do I do next?

Unless you have signed Section E above you should give the whole form to your child's current school. They should complete page 4 of this form and then return it back to you. You should then send the whole form to:

**Admissions
Kidgate Academy
Kidgate
Louth
LN11 9BX**

**IN YEAR COMMON APPLICATION FORM (CAF)
PART TWO**

This part should be forwarded to and completed by the child's current school and may be forwarded to the requested school once an admission has been agreed.

Current School Details

Name of School:

Contact Name

Student's UPN

Note: On Completion by the current school this form is to be returned to the Parent/Carer.

Has the transfer request been discussed with the school?

Yes ☐ No ☐

Name and designation of person with whom discussed:

Signature:

Is the transfer due to a significant change of address?

Yes ☐ No ☐

Has the child been excluded on a fixed term basis? (If yes please give details) Yes ☐ No ☐

Are they at risk of permanent exclusion?

Yes ☐ No ☐

Does the student exhibit behavioural concerns?

Yes ☐ No ☐

What is the Student's record of attendance in the previous 12 months? *Please attach a print out of attendance where possible*

Has there been EWO involvement?

Yes ☐ No ☐

Is there any further advice or information you feel would assist with the transfer request? (e.g. other agencies involved, any additional support required etc.)

SCHOOL STAMP