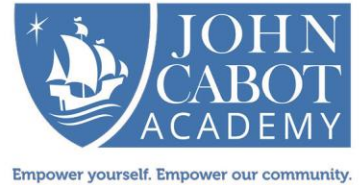


Principal: Kate Willis

John Cabot Academy, Woodside Road,
Kingswood, Bristol BS15 8BD

Tel: 0117 976 3000 **Email:** JCAinfo@clf.uk
www.johncabotacademy.clf.uk



13 May 2025

Dear Parent/Carer,

Admission to John Cabot Academy – September 2025

To complete your child's admission to John Cabot Academy we need you to complete the admission form and parental consents on our communication app MCAS (MyChildAtSchool).

To activate your MCAS account, please follow the guidance attached.

Once you have activated your account, you can access the Admissions Form either through the app or by logging on to the MCAS website. Please find a link to the guide below which will give you information on how to complete the form <https://docs.bromcom.com/knowledge-base/parent-guide-on-admissions-forms/>

We currently hold basic information on your child. Can you please check that this is correct and add any missing information.

All boxes marked with an * are compulsory. Areas which are greyed out cannot be changed. If you wish to make any changes to these, please contact the Academy directly via the jcainfo@clf.uk. Some answers require you to slide left or right to indicate yes or no.

Once you have viewed and updated your contact details, we ask that you add a second contact whom we can contact in case of an emergency. Ideally, this should be another person with parental responsibility, please ensure you have their permission to add their details. If they hold parental responsibility, they will also be able to create a MCAS account allowing them to see the students' details and their own contact information.

If you have any issues or require any help to complete the form, please contact the Academy via jcainfo@clf.uk.

We are happy to answer any questions you may have.

Once your information has been submitted, we will review this before the system is updated. During this time, you will not be able to make any further changes. When the information has been accepted you will be able to make further changes via the Data Collection form on MCAS.

Forms to be completed by 2nd June 2025.

On the following page we have listed some explanations to help you to complete the form.

With very best wishes

Julie Jarrett

Admissions Officer & Year 6 Transition Lead



Working in partnership with



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Empower yourself. Empower our community.

**Explanations to help with completing the form:****Medical:**

Medical conditions – This also includes Dietary requirements such as intolerances and allergies. Please select all that apply.

Emergency consent to school - You give consent for the academy to act in an emergency for the best interest of the child (i.e. school calling an ambulance)

Other details:

FSM Entitlement – Student is currently in receipt of council funded Free School Meals

Living arrangements – who the student currently lives with

Looked after – Student is currently in the care of the Local Authority

Previously Looked After - Previously in care of Local Authority but not currently in care

Receiving non-school support - If you are receiving additional support funding for your child i.e. external counselling.

Sibling – If the student has a sibling who has attended or currently attends JCA

Special Guardianship Order (SGO) – A Special Guardianship Order is in place for this student. Paperwork supporting this must be provided.

Young Carer - a child or young person under 18 years old who provides ongoing practical and/or emotional support to a family member

Contact Details:

Priority – If the academy needs to contact the family, this is the priority order ranking in which calls will be made to contacts.

Preferred language for communication – The language you would like JCA to communicate with where possible



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