



Passmores
ACADEMY

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28th September 2026

Dear Parent/Carer,

We are contacting families as part of a Department for Education requirement for schools to identify children who are living in kinship care arrangements.

Please complete the form if your child currently lives with a relative, family friend or another person connected to them for all or most of the time, rather than primarily living with their parent(s).

This may include arrangements such as:

- living with a grandparent or other relative;
- living with a family friend or someone connected to the family;
- an informal family arrangement;
- a Child Arrangements Order (CAO);
- a Special Guardianship Order (SGO);
- kinship/family and friends foster care;
- or another formal care arrangement.

The form also includes options for private fostering and adoption so that we can make sure we understand each child's circumstances accurately.

You do **not** need to know the legal terminology or be certain about which category applies. The form includes an **"I'm not sure"** option, and the school can clarify this where necessary.

If your child lives with you as their parent and does not have another person providing the majority of their care, **you do not need to complete the form.**



The information will be treated sensitively and confidentially and will be used to ensure that our school records accurately reflect children's care arrangements and meet the Department for Education's data requirements.

Please complete the form by **30/09/26** using the link below:

[Kinship Care Information – Fill out form](#)

If you have any questions or are unsure whether you should complete the form, please contact the safeguarding team at safeguarding@passmoresacademy.com

Kind Regards,

The Safeguarding Team
Passmores Academy

