What do I need to apply online?

All you need is access to the internet and your child's details.

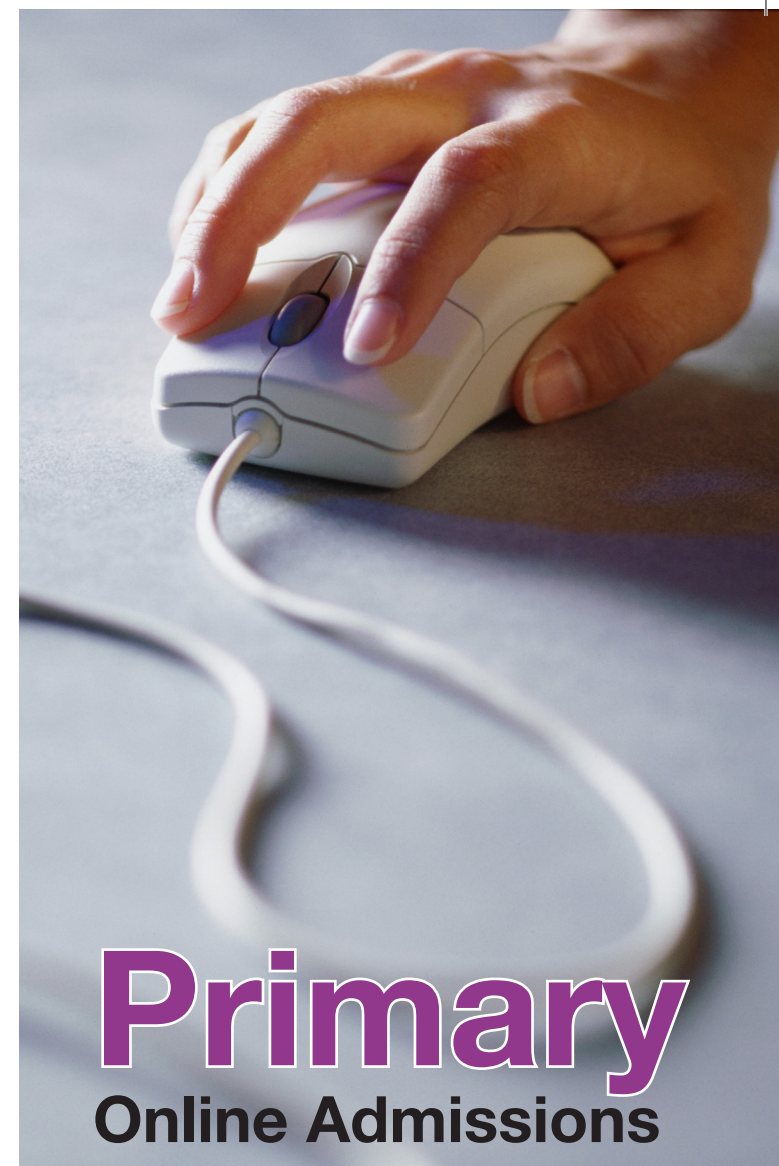## I don't have internet access or an email account at home.

If you do not have access to the internet you can use facilities at your local library or call in to see us at our drop in surgeries at New Town House, where you can sit down with a member of the Admissions Team and complete the form. You will receive a receipt to prove you have submitted a form for your child.

Dates and times of drop in sessions

Drop in surgeries are open from
19 October 2016 until
11 January 2017.

- **Wednesday   10:00am - 4:00pm**

New Town House,
Buttermarket Street,
Warrington
WA1 2NH
Telephone: 01925 446226

Primary
Online Admissions

www.warrington.gov.uk/admissions

How to apply for your child's primary school place for September 2017

WARRINGTON
Borough Council

Children who are due to start primary school in September 2017 need to apply for their place by **13 January 2017**.

How do I apply for my child?

Please visit our website www.warrington.gov.uk/admissions to view the primary school information booklet, supporting information and the online application form.

You are strongly advised to read all the information provided before completing the application form.

It is important that you read the admissions criteria for the schools that you are interested in, and visit them on their open days.

If any of your preferences are for Faith schools then the school's own supplementary form should be completed in addition to the online form. The supplementary forms can be obtained direct from the individual schools or are available to download from our website.

UID Identifier

A UID is automatically generated for each child who is on roll at a maintained nursery and is due to transfer to primary school. By using the UID provided, parts of the application form will be pre-populated.

Please note that we are unable to generate UIDs for children attending private and voluntary nurseries or for children who don't attend any type of nursery setting.

The online form displays two options and prompts the user to insert the UID number or choose no UID. The user may then proceed and submit their form via either of these options.

The application process

All parents, even those who have visited the online applications facility before, need to register in order to apply for a place at a primary school for September 2017. Go to www.warrington.gov.uk/admissions, click on Apply for council service , then click School admissions and then Primary admissions and you will be able to register from this page.

To register

Click on the link To register for first admission to reception class and complete all boxes then click Submit Registration . An email will then be sent to you confirming that you have registered and will contain a unique link. Once you have accessed the link and confirmed your email address and password, you can click on the admissions icon and add your child's details. You will then be able to complete the form.

Please note without this link you will not be able to access the application form. The link expires after 3 days.

When can I use the online system?

The online system is available 24 hours a day, seven days a week up to the closing date of 13 January 2017. If you are applying after the closing date you will need to contact the admissions team for a paper form. Applications received after the closing date may be considered late.

Will my application be secure?

Yes, the system has a series of security features which will prevent others from seeing your personal information.

Can I change my mind after clicking submit?

Yes, up to the closing date for receipt of applications - 13 January 2017. However you should note that if you revisit or edit your submitted application you must **re-submit** and accept the terms and conditions or the original application will be lost.

How will I know that the amendments have been logged?

Every time you re-submit the online application, you will receive an email notification confirming the status of the application.