



Professor Steven Broomhead  
Chief Executive

Steve Peddie  
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Families and Wellbeing

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Assistant Director  
Education and Early Help

**To The Parent/Carer of any child born between  
1 September 2014 to 31 August 2015**

3 September 2018

2<sup>nd</sup> Floor New Town House  
Buttermarket Street  
Warrington  
WA1 2NH

Dear Parent/Carer

**FIRST ADMISSION TO PRIMARY SCHOOL - SEPTEMBER 2019**

As your child was born between 1 September 2014 and 31 August 2015, he/she is due to start reception class in September 2019.

To apply for a Reception Class place for September 2019, you will need to register your family's details using the Citizen Portal and then complete an online application form.

Please find enclosed a Primary Admissions 2019-20 leaflet which contains important information regarding the online application process for Warrington residents. **You are advised to refer to this leaflet which gives information on how to register and apply.**

The on-line facility will be available **from Monday 3 September 2018 until midnight on Tuesday 15 January 2019.**

**If you do not live in Warrington you need to apply through the local authority you pay your council tax to. Please visit your home local authority website for information.**

If you have already applied online and received a submission confirmation email, please ignore this letter.

If you require any further information about applying for a reception place for your child, please do not hesitate to contact the team.

Yours faithfully

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