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.

What do I need to apply on line

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

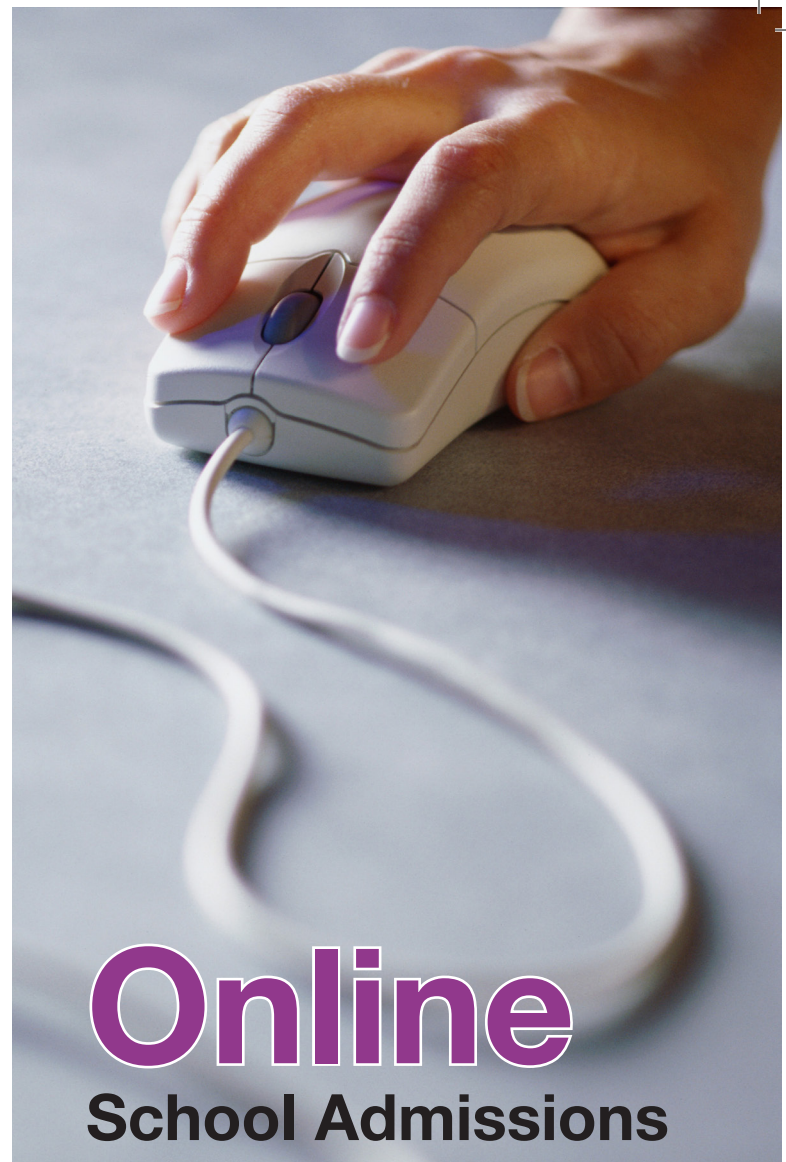## I don't have internet access or an email account at home.

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 the council's Contact Centre, where you can sit down with a member of the Admissions Team and complete the form.

Dates and times of drop in sessions

Drop in surgeries are open from 10 September 2014 until 29 October 2014.

- **Wednesday**   **9:30am - 4:30pm**

Contact Centre, Horsemarket Street, Warrington WA1 1XL
Telephone: 01925 443322

Online
School Admissions

www.warrington.gov.uk/admissions

How to apply for your child's secondary school place

WARRINGTON
Borough Council

Children who are due to start secondary school in September 2015 need to apply for their place by 31 October 2014.

How do I apply for my child?

Please visit our website www.warrington.gov.uk/admissions to view the secondary 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.

The application process

All parents, even those who have visited the online application facility before, need to register in order to apply for a place at a secondary school for September 2015.

To register

Go to our website www.warrington.gov.uk/admissions, click on register now and complete all the boxes marked with a red asterisk. After clicking next you will be prompted to provide a password and then click complete registration . An email will then be sent to you confirming that your details have been accepted and it will contain a unique link to your application. Once you have clicked on this link you will be able to complete your application.

Please note without this link you will not be able to access the application form

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 31 October 2014. If you are applying after that day you will need to contact the admissions team for a paper form.

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 pressing submit?

Yes, up to the closing date for receipt of applications - 31 October 2014. However you should note that if you revisit or edit your submitted application you must **re-submit** or the original application will be lost.