applications – midnight on 15 January 2018. 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.

Q. How will I know that the amendments have been logged?

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

Q. What do I need to do to apply on line?

A. All you need is access to the internet and your child's details. If you do not have access to the internet you can access the internet at your local library or alternatively you can call in to see us at our drop in surgeries.

Supplementary Forms

If any of your preferences are for Faith Schools then the school's own supplementary form should be completed as well as the online form.

The supplementary forms are available to download on our website www.warrington.gov.uk/admissions or from individual schools. All supplementary forms should be returned to the individual schools.

Additional information

If you wish your child's application to be considered under the Child in Care criterion or in accordance with the medical/social criterion, then additional information in support of your application must be provided at the time you apply. The information should be sent to the School Admissions Team either by post or email.

If your child was formerly in care, a copy of the Adoption Certificate, Child Arrangement Order or Residence Order will be required in order to be considered against this criterion.

If you would like your application to be considered against a medical/social criterion, you should provide supporting evidence from a registered professional, such as Medical Practitioner, Psychologist or Social Worker, which sets out the particular reasons why the school in question is the most suitable school for your child.

Please be aware that your application will not be considered against these criteria unless you provide supporting documentation at the time of application.

How to Contact Us

Call: 01925 446226
Email: schooladmissions@warrington.gov.uk
Write: The School Admissions Team
Families and Wellbeing Directorate
New Town House
Buttermarket Street
Warrington
WA1 2NH

Primary
Online Admissions

www.warrington.gov.uk/admissions

How to apply for your child's primary school place for September 2018

WARRINGTON
Borough Council

Primary Admissions 2018-19

Parents of children born on or between 1 September 2013 and 31 August 2014 need to apply for a place in Reception Class for September 2018.

Our 'Primary Education - Information for Parents 2018-19' booklet will provide details of the application process and should enable you to estimate your chances of success at being allocated a place at a particular school before submitting your application. We strongly advise that you read all of the information provided before completing your application form.

No access to the Internet

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

Dates and times of drop in surgeries

Where: New Town House, Buttermarket Street, Warrington, WA1 2NH

When: Every Wednesday from 6 September 2017 and 10 January 2018

Time: 10am to 4pm

Citizen Portal

The citizen portal enables families to apply for Council services such as school places and 2 year old funding.

How to apply for a Reception Class place for September 2018

Please visit our website www.warrington.gov.uk/admissions to access the primary information booklet, supporting information and online application.
To access the webpage Click on 'Apply for Council Services' then choose 'School Admissions' and select 'Primary Admissions'.

Registration - New users of the Citizen Portal

If you don't already have an account on the citizen portal simply click on 'Don't have an account' and follow the instructions. You will receive an email confirming your registration; this email will contain a unique link which will allow you to proceed with your online application. Click on 'Home' and confirm your email and password, you will then be able to add your child's details by clicking on the 'My Family' icon.

Please note this link expires after 3 days. If you have not accessed the link within this period you will have to re-register.

Once you have added your child's details click 'Home'. You can now click on the 'School Admission' icon. To complete the online application click the link 'start new application'.

Registration- Already registered on the Citizen Portal?

If you have previously registered your details on the Citizen Portal you can log in using the same email and password and select the 'School Admission' icon. To complete the online application click the link 'start new application'

If you cannot remember your password you can click on the forgotten password link **(Please be aware that this link must be activated immediately as the link may expire).**

If you do remember your password but still have problems accessing your account please contact school admissions on 01925 446226 or schooladmissions@warrington.gov.uk

Frequently asked questions

Q.   When can I use the online system?

A. The online system is available 24 hours a day, seven days a week up to midnight on 15 January 2018. If you are applying after the closing date you will need to contact the School Admissions Team.

Q.   Will my application be secure?

A. Yes. The system has a series of security features which prevent others from seeing your personal information.

Q.   Can I change my mind after clicking submit?

A. Yes, up to the closing date for receipt of