

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 a 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.

Schools outside Warrington

If you live in Warrington and wish to apply for schools in another Local Authority, you must do so on the Warrington online application form. Please take the time to read that Local Authority's Information Booklet as well as Warrington's as their admission arrangements may be different.

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 2019. If you are applying after the closing date you will need to contact the School Admissions Team. Applications received after this date may not be considered until after all on time applications have been processed.

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 applications – midnight on 15 January 2019. However, you should note that if you revisit or edit your submitted application you must re-submit and accept the terms and conditions of 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 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 you can call in to see us at our drop in surgeries.

How to Contact Us

Call: 01925 446226

Email: schooladmissions@warrington.gov.uk

Write: The School Admissions Team
Families and Wellbeing
New Town House
Buttermarket Street
Warrington
WA1 2NH



Primary Online Admissions

Apply
online



www.warrington.gov.uk/admissions

How to apply for your child's
primary school place for
September 2019



WARRINGTON
Borough Council

Primary Admissions 2019-20

Parents of children born on or between 1 September 2014 and 31 August 2015 need to apply for a place in Reception Class for September 2019. The online application is available from 3 September 2018 until the closing date of 15 January 2019.

Our 'Primary Education First Admission to Reception Class - Information for Parents 2019-20' 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 in this booklet before completing your application form.

No access to the Internet

If you do not have access to a computer you can access the internet by visiting your local library. Alternatively you can call in to see us at one of our drop in surgeries, where a member of the School Admissions Team can apply on your behalf or help you complete the online form. You will be asked to complete a consent form and you will receive a receipt to prove you have submitted an application for your child.

Dates and times of drop in surgeries

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

When: Every Wednesday from 5 September 2018 until 9 January 2019

Time: 10am to 4pm

How to apply for a Reception Class place for September 2019

To make an application you first need to register your family's details using the Citizen Portal. The Citizen Portal enables families to apply for Council services such as school places and 2 year old funding.

To access the Citizen Portal and the online application form please visit our website www.warrington.gov.uk/admissions Click on 'Primary Admissions' and click on the link [To register and apply online for admission to Reception Class](#) This page also gives you access to the 'Primary Education First Admission to Reception Class - Information for Parents 2019-20' booklet and all other supporting information.

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 the link and confirm your email and password, you will then be able to add your child's details by clicking on the 'My Family' icon.

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

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

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.

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

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 application 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.

Verifying 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 verifying 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.