



WARRINGTON

Borough Council

**To The Parent/Carer of any child born between
1 September 2020 to 31 August 2021**

Professor Steven Broomhead
Chief Executive

Paula Worthington
Director of Education and Inclusion (Deputy DCS)
Families and Wellbeing
)

East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

2 September 2024

Dear Parent/Carer

FIRST ADMISSION TO PRIMARY SCHOOL – SEPTEMBER 2025

As your child was born between 1 September 2020 and 31 August 2021, he/she is due to start reception class in September 2025.

To apply for a Reception Class place for September 2025, you will need to register your family's details using the Citizen Portal and then complete an online application form.

Please see on the reverse of this letter, important information regarding the online application process for Warrington residents. **You are advised to refer to this information when registering and applying.** The on-line facility will be available **from Monday 2 September 2024 until midnight on Wednesday 15 January 2025.**

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

Hayley Kiss
School Admissions Manager
Education Services
Warrington Borough Council
East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH
Telephone: 01925 446226
Email: schooladmissions@warrington.gov.uk

Primary Admissions 2025-26

Parents of children born on or between 1 September 2020 and 31 August 2021 to apply for a place in Reception Class for September 2025. The online application is available from 2 September 2024 until the closing date of 15 January 2025.

Our 'Primary Education – Applying for Reception Admission - Information for Parents 2025-26' 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.

How to apply for a Reception Class place for September 2025

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 and 3 year old funding.

To access the Citizen Portal and the online application form please visit our website www.warrington.gov.uk/schools 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 – Applying for Reception Admission - Information for Parents 2025-26' booklet and all other supporting information. **Please note that you will need your Council Tax Reference Number.**

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

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. **Please ensure that the applicant details held are up to date and amend if necessary.**

If you cannot remember your password, you can click on the forgotten password link.

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

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

No Internet access or email account

If you do not have a computer or smartphone, you may want to consider contacting your Local Library or Contact Warrington to arrange to access their internet and submit your application. Alternatively, you can contact us on 01925 446226 to make a telephone appointment for a member of the Admissions Team to help you to complete the online application.

Anyone using the appointment system to submit their application cannot opt to receive their offer information via email. A letter will be posted to the home address on 16 April 2025.