



**To The Parent/Carer of any child born between  
1 September 2021 to 31 August 2022**

Steve Park  
Chief Executive

Sharon Cooper  
Interim Director of Children's Services  
People Directorate

East Annexe  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH

1 September 2025

Dear Parent/Carer

**FIRST ADMISSION TO PRIMARY SCHOOL – SEPTEMBER 2026**

As your child was born between 1 September 2021 and 31 August 2022, he/she is due to start reception class in September 2026.

To apply for a Reception Class place for September 2026, 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 1 September 2025 until midnight on Thursday 15 January 2026.**

**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

A handwritten signature in black ink that reads "H. Kiss".

Hayley Kiss  
School Admissions Manager  
People Directorate  
Warrington Borough Council  
East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH  
Telephone: 01925 446226  
Email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

## **Primary Admissions 2026-27**

Parents of children born on or between 1 September 2021 and 31 August 2022 to apply for a place in Reception Class for September 2026. The online application is available from 1 September 2025 until the closing date of 15 January 2026.

Our 'Primary Education – Applying for Reception Admission - Information for Parents 2026-27' 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 2026**

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](http://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 2026-27' 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 the 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](mailto: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 access to 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 2026.