



Steve Park
Chief Executive

Sharon Cooper
Director of Children's Services
People Directorate

East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

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

12 November 2025

Dear Parent/Carer

FIRST ADMISSION TO PRIMARY SCHOOL - SEPTEMBER 2026

Further to our letter dated September 2025, I note that I have not yet received a submitted on-line application form stating your preferences for the Primary school you wish your child to attend in September 2026.

Please make sure that you visit www.warrington.gov.uk/primary-school-admissions and complete the on-line application form before midnight on **Thursday 15 January 2026**, as any late applications will only be considered after all of the on-time applicants have been allocated a place.

If you have been on-line and completed and submitted an application form especially in the last few days, please disregard this letter.

For families who have changed home address recently, can you please ensure that your nursery setting has your most up-to-date address information please.

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 require any further information about applying for a reception place for your child, please do not hesitate to contact the team.

Yours faithfully

Karen Sutton/Tina Waters
Admissions Officer
People Directorate
Direct Dial: 01925 446226 (Lines open 9am to 12 Noon)
Email: 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 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 Account 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. **Before proceeding, please check that the details held for you are correct, particularly your address, by clicking 'My Account' and amend it 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** receive their offer via email. A letter will be posted to the home address on 16 April 2026, so please allow time for delivery.