

Primary Admissions 2022-23

Parents of children born on or between 1 September 2017 and 31 August 2018 need to apply for a place in Reception Class for September 2021. The online application is available from 1 September 2021 until the closing date of 17 January 2022.

Our 'Primary Education – First Admission to Reception Class - Information for Parents 2022-23' 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 2022

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 – First Admission to Reception Class - Information for Parents 2022-23' 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.

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

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 the Admissions Team on 01925 446226 to make a telephone appointment for a member of the Admissions Team to help you to complete the online application. These appointments will be scheduled on a Wednesday until the closing date for applications.

Please be aware that anyone using the appointment system to submit their application cannot opt to receive their offer information via email and the offer information will be posted to the home address on 18 April 2022.