

Information Sheet

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. You can apply online from 1 September 2025 until the closing date of 15 January 2026.

Our '**Primary Education Brochure 2026-27**' gives 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.

You should read all of the information provided in this sheet before completing your application form.

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 warrington.gov.uk/schools](https://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 Brochure 2026-27' booklet and all other supporting information.

You will need your Council Tax Account Reference Number to complete your application

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 so you can 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.

The link to the application form will expire after 3 days. If you do not follow the link in this time 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. **Before you start, please check the details for you are correct, in particular your address, by clicking 'My Account' and change it if needed.**

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

Links will expire after 3 days. If you do not follow the link in this time 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 email schooladmissions@warrington.gov.uk

No access to the internet

If you do not have a computer or smartphone, you can get in touch with your Local Library or Contact Warrington to use their internet access 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 2 March 2026, so please allow time for delivery.

