

## **Secondary Admissions 2020-21 - Information on how to apply online**

Parents of children born on or between 1 September 2008 and 31 August 2009 need to apply for a place in Year 7 for September 2020. The online application is available from 2 September 2019 until the closing date of 31 October 2019.

Our 'Secondary Education – First Admission to Year 7 - Information for Parents 2020-21' 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.**

### **No access to the internet**

If you do not have access to a computer you can access the internet by visiting your local library. Alternatively you can call in to see us at one of our drop in surgeries, where a member of the School Admissions Team can apply on your behalf or help you complete the online form. You will be asked to complete a consent form and you will receive a receipt to prove you have submitted an application for your child.

### **Dates and times of drop in surgeries**

Where: New Town House, Buttermarket Street, Warrington, WA1 2NH

When: Every Wednesday between 2 September 2019 until 31 October 2019

Time: 10am to 4pm

### **How to apply for a Year 7 place for September 2020**

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 year old funding.

To access the Citizen Portal and the online application form please visit our website [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions) Click on 'Secondary Admissions' and click on the link [To register and apply online for admission to secondary school](#) This page also gives you access to the 'Secondary Education – First Admission to Year 7 - Information for Parents 2020-21' 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 'My Family' icon.

Once you have added your child's details click 'Home'. You can now click on the 'School Admission' icon. To complete the online application click the link 'start new application'.

**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](mailto:schooladmissions@warrington.gov.uk)