



Professor Steven Broomhead  
Chief Executive

**To The Parent/Carer of:**

A year 6 child

Paula Worthington  
Director of Education, Early Help and SEND  
Families and Wellbeing

East Annexe  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH

6 September 2021

Dear Parent/Carer

**APPLYING FOR A YEAR 7 PLACE FOR SEPTEMBER 2022**

As your child was born between 1 September 2010 and 31 August 2011, he/she is due to transfer to secondary school in September 2022.

To apply for a Year 7 place for September 2022, you will need to register your family's details using the Citizen Portal and then complete an online application form. For details on how to register and apply online, please see overleaf.

The online facility for secondary transfer admissions will be available from **Wednesday 1 September 2021 until midnight on Monday 1 November 2021.**

**If you do not live in Warrington you need to apply through the Local Authority you pay your council tax to, even if your preferences are for schools in another Local Authority. Please visit your home Local Authority's website for information on how to apply.**

If your child has an Education Health and Care Plan you do not need to apply online via the Citizen Portal as you should have already been provided with information from the Education Health and Care Plan Assessment Team.

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 year 7 place for September 2022 for your child, please do not hesitate to contact the School Admissions Team.

Yours faithfully

Tina Waters  
Admissions, Organisation and Transport Officer  
Families and Wellbeing Directorate  
Admission Enquiries: 01925 446226  
Email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)  
**Warrington.gov.uk**

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### **Secondary Admissions 2022-23**

Parents of children born on or between 1 September 2010 and 31 August 2011 need to apply for a place in Year 7 for September 2022. The online application is available from 1 September 2021 until the closing date of 1 November 2021.

Our 'Secondary Education – First Admission to Year 7 - 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 Year 7 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](http://www.warrington.gov.uk/schools) 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 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](mailto:schooladmissions@warrington.gov.uk)

### **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 contact the Admissions Team on 01925 4462226 to make an appointment for a telephone conference, where a member of the School Admissions Team can apply on your behalf. You will receive written confirmation of your submission.

**Please be aware that anyone using this service cannot opt to receive their offer information via email. The offer information will be posted to the home address on 1 March 2022**