



Steve Park  
Chief Executive

**To The Parent/Carer of:**  
A year 6 child

Sharon Cooper  
Interim Director of Children's Services  
People Directorate

East Annexe  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH

September 2025

Dear Parent/Carer

## **APPLYING FOR A YEAR 7 PLACE FOR SEPTEMBER 2026**

As your child was born between 1 September 2014 and 31 August 2015, he/she is due to transfer to secondary school in September 2026.

To apply for a Year 7 place for September 2026, you will need to register your family's details using the Citizen Portal and then complete an online application form. The online facility for secondary transfer admissions will be available until **midnight on 31 October 2025**. For details on how to register and apply online, please see information overleaf.

**If you do not live in Warrington you will 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 by the Special Educational Needs Department Education Health and Care Plan Assessment Team.

If you have already applied online and received a submission confirmation email, please disregard this letter.

If you require any further information about applying for a year 7 place for September 2026 for your child, please do not hesitate to contact the School Admissions Team.

Yours faithfully

Hayley Kiss

**Admissions** Manager, Education Services

Email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

Direct dial: 01925 446226 (lines open 9am to 12 noon)

**PTO**

## **Secondary Admissions 2026-27**

Parents of children born on or between 1 September 2014 and 31 August 2015 need to apply for a place in Year 7 for September 2026. The online application is available from 1 September 2025 until the closing date of 31 October 2025.

Our 'Secondary Education Applying for a Year 7 place - 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 Year 7 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](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 – Applying for a Year 7 place - Information for Parents 2026-27' 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. **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](mailto:schooladmissions@warrington.gov.uk)

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

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 2 March 2026, so please allow time for delivery.