

St. Michael's Catholic Primary School  
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Tuesday 20<sup>th</sup> September 2021

*“With Jesus, we can  
achieve what we  
dream and believe”*

Dear Parents/ Carers,

### Primary Reception Admissions for September 2023

The Reception place admissions application window for 2023 is now open for eligible parents/carers to make their applications.

The online application portal and all of the necessary admissions information, advice and guidance can be found online at:

<http://www.liverpool.gov.uk/admissions>

It is important to apply on time to maximise all chances of securing your preferred school.

### The application closing date for Reception places is 15<sup>th</sup> January 2023

Further information on applying for a Primary place:

How does this work?

- You can only apply online for a **Reception** place for schools if you live in Liverpool. If you live outside Liverpool and want to apply for a school here, you must apply through the education authority where you live. For all other places please see our [Other applications page](#).
- **Once you have created an online applications account**, you can apply for up to three schools for a **Primary Reception** place.
- Some schools (mainly faith schools) also ask you to complete additional paper forms that must be sent directly to them.

Step 1

- a. Find the schools you are interested in.
- b. Read the relevant policies for each school.



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SCHOOL



- c. If the school has supplementary forms download them, if available. Some schools (mainly faith schools and some academies) require you to send additional forms directly to them.

## Find your schools

### Step 2

- a. Register and apply online.
- b. Complete and send any supplementary forms directly to the school.

## Register and apply online

Need help?

Help with applying

**Before you apply you must register for an account first.** If you have used the system before to apply for a school, you will already be registered. If you have forgotten your password, just select 'forgotten password' to reset it.

- [Step by step guide: How to register for a school admissions account](#)
- [Step by step guide: How to apply online for Reception](#)

You can also visit our [Get help](#) page for further information about choosing and applying for schools.

This page also has additional documents you may want to read, including the primary and secondary co-ordinated policies which explain how school places are allocated.

If you need any help in applying for your child's Reception place, please ask Miss O'Brien or ask for help at the school office.

Best Wishes  
Mrs Alyson Rigby