



Offer Day:
Wednesday
**16th
April**

Primary School Offer Day Checklist



Before Offer Day

- Log in to the Parent Portal to check access
- Use the same email address you registered with
- Reset your password if needed
- Ensure you're using Google Chrome web browser for the best experience
- Bookmark the Leicestershire Admissions website

On Offer Day

- Check your email** – emails will be sent by 10am (Check your spam/junk folders if you don't see it)
- Log in to the Parent Portal** to view your offer.
- If you applied by post, wait for your letter (can take up to 5 working days)
- If you need help, visit the admissions website or complete an online contact form.

After Receiving your Offer

- Happy with your offer?** No further action is needed - your child's place is secure!
- Applied late?** Your application will be processed after National Offer Day
- Need further help?** Contact the admissions team or complete a contact form



Stay prepared and stress-free
– check everything in advance



leicestershire.gov.uk/admissions