


**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**