

## THE IMPORTANCE OF SELECTING THE CORRECT DATE OF BIRTH ON YOUR ONLINE APPLICATION WHEN APPLYING FOR THE 2025/2026 SCHOOL YEAR

By entering your child's date of birth (DOB) correctly it allows you to make an application in the correct transfer group. If the date of birth entered is incorrect, you might apply in the incorrect transfer group, and this may lead to your child not being considered for the schools you want.

### Transfer Groups for 2025/2026

DATE OF BIRTH	TRANSFER GROUP
01/09/2020 – 31/08/2021	Reception Entry starting September 2025
01/09/2017 – 31/08/2018	Transferring to Junior School in September 2025
01/09/2013 – 31/08/2014	Transferring to Secondary School in September 2025

### Adding your child's details

We recommend that you add your child's details through the 'School Places' blue tile as shown below:

Suffolk County Council Citizen Portal

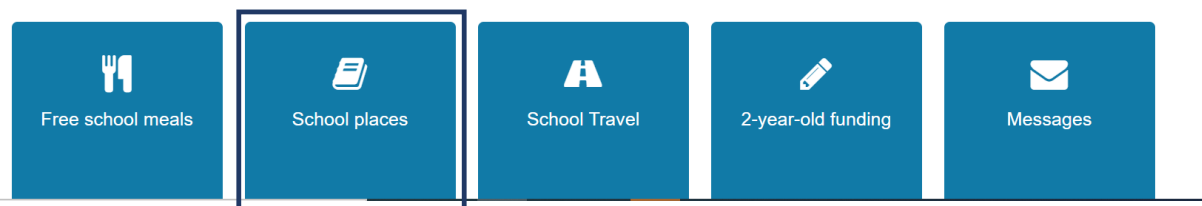
Manage your applications by clicking on one of the **blue tiles** below.

You can also return to this menu screen by clicking on **home** in the top left corner at any time.

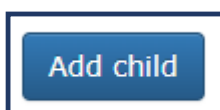
To help keep your information secure the Citizen Portal will **log you out after 20 minutes** of no activity.

**Before you start**

- Check your contact details are correct by clicking on 'my account' at the top right of this page.
- Add, or change, details of your child(ren) by clicking on the 'my family' tile below.



Click on the blue tile 'School places', and then, click 'Add child'.



## Adding their Date of Birth (DOB)

When it comes to adding your child's DOB, you can type it directly into the date of birth box as in the screen shot below:

The screenshot shows a form with the following fields and options:

- Date of birth \***: A text input field containing "18/03/2007" and a calendar icon.
- Relationship to child \***: A dropdown menu with "March 2007" selected and up/down arrows.
- Parental responsibility \***: A dropdown menu with "this child?" selected.
- Find address \***: A text input field with a "Search" button.

The calendar dropdown menu is open, showing a grid for March 2007. The date "18" is highlighted in a box. The calendar also includes "Clear" and "Today" options at the bottom.

Alternatively, you can use the drop-down calendar to select the relevant date. Please select the YEAR first, then the MONTH and then pick the DATE from the calendar that appears as below:

The screenshot shows the same form as above, but with a different dropdown menu open. The "Date of birth" field still contains "18/03/2007". The "Relationship to child" dropdown is open, showing a list of years from 2007 to 2011. The year "2007" is highlighted in a box.

This screenshot is identical to the first screenshot, showing the "Date of birth" field with "18/03/2007" and the "Relationship to child" dropdown menu open, highlighting the date "18" in the calendar for March 2007.

As soon as the DATE is selected, the calendar will disappear, and the date will hold in the box. We recommend that you ensure that the correct date has held before moving on to complete the remaining details. Select 'add child' button in bottom right corner to complete this action.

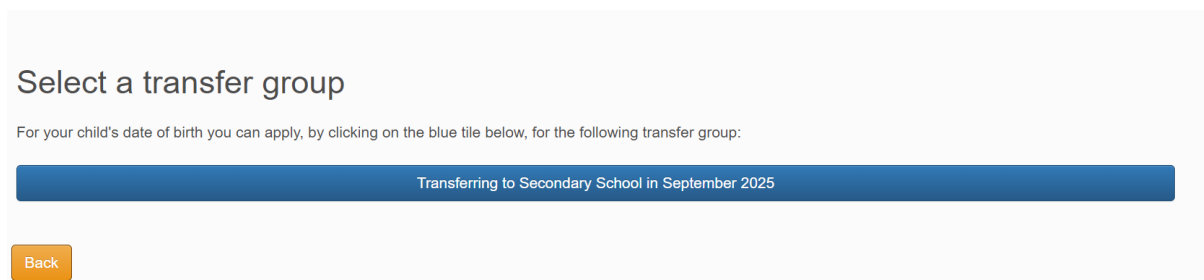
## Making an application

Once this child's details are completed, a blue tile will appear on the 'School Places' home page, and you will be prompted to make an application.



The image shows a blue rectangular tile representing a child's profile. At the top right, there is a grey button that says "Can apply now". Below this, on the left, is a white person icon followed by the name "Fred Bloggs". Underneath the name is a white box with a black border containing the text "Date of birth: 02/09/2013". Below the date box, the text "School place offer published here" is displayed. At the bottom of the tile is a white box with a black border titled "Actions". Inside this box is a bulleted list with one item: "Start new application (do not use this if you have already started an application)". A black arrow points from a separate white callout box with a black border, containing the text "Click here to start a new application", to the underlined text "Start new application" in the list.

A child with the DOB 02/09/2013 will enable you to make an application in the 'Transferring to Secondary School in September 2025' transfer group.




The image shows a light grey rectangular area. At the top, the text "Select a transfer group" is displayed. Below this, a smaller line of text reads: "For your child's date of birth you can apply, by clicking on the blue tile below, for the following transfer group:". Underneath this text is a long, solid blue horizontal button with the white text "Transferring to Secondary School in September 2025". At the bottom left of the grey area is a small orange button with the white text "Back".

Now you can complete your child's school application.

## WHAT TO DO IF YOU HAVE USED AN INCORRECT DATE OF BIRTH AND HAVE SUBMITTED AN APPLICATION

You may have input the incorrect DOB, which enabled you to make an application in the wrong transfer group. For example, you have mistakenly applied for a Junior school place, but you want a Reception school place (example below).

**Submitted**

 Fred Bloggs

**Date of birth:** 02/09/2017  
Transferring to Junior School in September 2025

**Last updated** 27/08/2024 16:19

**Preference 1:** The Albert Pye Community Primary School

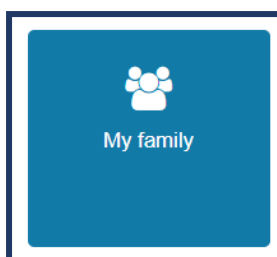
**Submission closing date**  
15/01/2025 23:59

**School place offer published here**  
16/04/2025

**Actions**

- [Change application \(use this to make changes to a submitted application\).](#)
- [View application \(use this to view a submitted application when you don't want to make any changes\).](#)
- [Start new application \(do not use this if you have already started an application\).](#)

We do our best to monitor applications; and will try to notify you if we believe you have applied in the wrong transfer group. We will ask you to go back to your online account, via the 'My family' tile (as shown below) and correct your child's DOB.



 Fred Bloggs

**Date of birth:** 02/09/2017  
**Address:** 8, Russell Road, Ipswich, Suffolk, IP1 2BX

**You can perform the following actions**

- [Edit child details](#)
- [Remove child](#)

Click 'Edit child details' and follow the above guidance on how to re-enter your child's correct DOB.

Once the correct date of birth has been entered, and saved, you will receive an on-screen confirmation stating that you have updated your child's details.

### Change of personal details


The changes have now been saved. You have a current submitted school place application for this child where the submission closing date has not passed. The update to your child's details has been automatically sent through to the Local Authority. However, any change may set your application back to 'unsubmitted'. Therefore please navigate to School Places and resubmit your application if necessary. If you need to resubmit, you will get a resubmission confirmation email once this is done. If you want to check any details about your current submitted school place applications, navigate to School Places and select the View Application link for your child.

Please contact us if you have any questions about this.

[Continue](#)

When you return to the 'School Places' Home page, you will see that the child's blue tile has the corrected DOB, however the application is still in the incorrect transfer group.

Submitted

 Fred Bloggs

**Date of birth:** 02/09/2020  
 Transferring to Junior School in September 2025  
**Last updated** 27/08/2024 16:19  
**Preference 1:** The Albert Pye Community Primary School  
**Submission closing date** 15/01/2025 23:59  
**School place offer published here** 16/04/2025

**Actions**

- [Change application \(use this to make changes to a submitted application\).](#)
- [View application \(use this to view a submitted application when you don't want to make any changes\).](#)
- [Start new application \(do not use this if you have already started an application\).](#)

Date of birth has been corrected from **02/09/2017** to **02/09/2020** but the application remains in the incorrect transfer group.

**In order to apply in the correct transfer group, you will now need to 'Start New Application'.**

We will **not** process the application in the incorrect transfer group.

Required fields are marked with a red asterisk \*

My child's current postcode \*

IP1 2BX

Check now

Cancel

Continue

Once you have clicked 'continue' you will be taken to the page which enables you to make a new application in the correct transfer group.

### Select a transfer group

For your child's date of birth you can apply, by clicking on the blue tile below, for the following transfer group:

Reception Entry starting September 2025

Back

You will then need to complete this application with your school preferences as before.

If you are still experiencing difficulties with your child's application, please contact the Admissions Team on 0345 600 0981 (local date).