THE IMPORTANCE OF SELECTING THE CORRECT DATE OF BIRTH ON YOUR ONLINE APPLICATION WHEN APPLYING FOR THE 2026/2027 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 2026/2027

DATE OF BIRTH	TRANSFER GROUP
01/09/2021 – 31/08/2022	Reception Entry starting September 2026
01/09/2018 – 31/08/2019	Transferring to Junior School in September 2026
01/09/2014 – 31/08/2015	Transferring to Secondary School in September 2026

Adding your child's details

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

Click on the blue tile 'School places', and then, click 'Add child'.
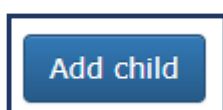
Adding your child's Date of Birth (DOB)

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:

Alternatively, you can use the drop-down calendar to select your child's DOB. Please select the YEAR first, then the MONTH and then pick the DATE from the calendar that appears as shown below:

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.

Click on the 'add child' button in the bottom right-hand corner to complete this action.

Making an application

Once your 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.

A child with the DOB 07/09/2014 will enable you to make an application in the 'Transferring to Secondary School in September 2026' transfer group.

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

If you have entered your child's DOB incorrectly, and you have made an application in the wrong transfer group, for example, you have applied for a Junior school place, but you want a Reception school place (example below), please follow the instructions below.

Please go back to your online account, via the 'My family' tile (as shown below) to correct your child's DOB.

Fred Bloggs
Date of birth: 07/09/2018
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 – like the one shown below. Please click 'continue'.

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 your child's blue tile now has the correct DOB, but the application is still in the incorrect transfer group. To correct this, please follow the instructions below.

Submitted

Fred Bloggs

Date of birth: 07/09/2021
Transferring to Junior School in
September 2026
Last updated 29/08/2025 14:27
Preference 1: Springfield Junior
School
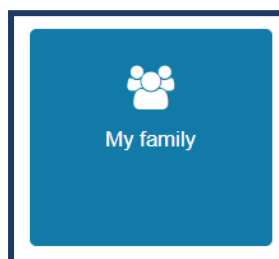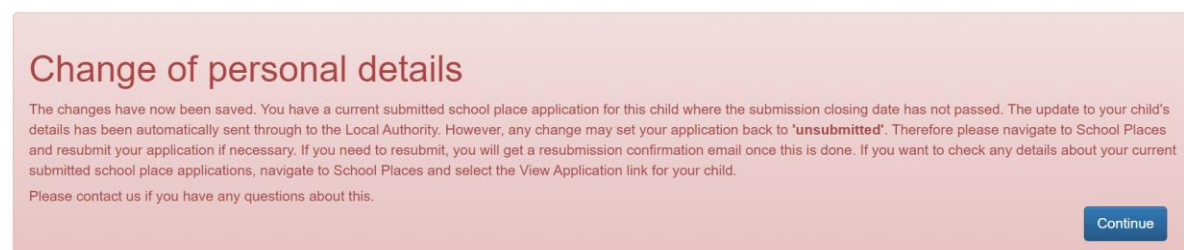**Preference 2:** Dale Hall Community
Primary School
Submission closing date
15/01/2026 23:59
School place offer published here
16/04/2026

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 **07/09/2018** to **07/09/2021** but the application remains in the incorrect transfer group.

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 2026**

[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).