

## 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:

#### 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.

  
Free school meals

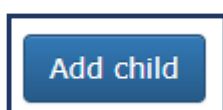
  
School places

  
School Travel

  
2-year-old funding

  
Messages

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:

The screenshot shows a form with several fields: "Date of birth \*", "Relationship to child \*", "Parental responsibility \*", and "Find address \*". The "Date of birth \*" field contains the text "18/03/2007". A calendar dropdown is open, showing the month of March 2007. The date "18" is highlighted in the calendar. The "Find address \*" field has a "Search" button.

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:

The screenshot shows the same form as above, but the calendar dropdown is open to the year selection screen. The year "2007" is selected. The months "Jan", "Feb", "Mar", and "Apr" are visible, with "Mar" highlighted. The years "2008", "2009", "2010", and "2011" are also listed.

The screenshot shows the same form as above, but the calendar dropdown is open to the date selection screen. The date "18" is highlighted in the calendar. The "Find address \*" field has a "Search" button.

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.

The image shows a blue user profile card for 'Fred Bloggs' with a 'Date of birth: 07/09/2014'. A 'Can apply now' button is in the top right. Below the name is the text 'School place offer published here'. An 'Actions' section contains a link: 'Start new application (do not use this if you have already started an application)'. A white callout box with a blue border and an arrow points to this link, containing the text 'Click here to start a new 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.


The image shows a 'Select a transfer group' page. It includes a heading, a subtext 'For your child's date of birth you can apply, by clicking on the blue tile below, for the following transfer group:', a single blue tile labeled 'Transferring to Secondary School in September 2026', and an orange 'Back' button at the bottom left.

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.

Submitted

 Fred Blooas

**Date of birth:** 07/09/2018  
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

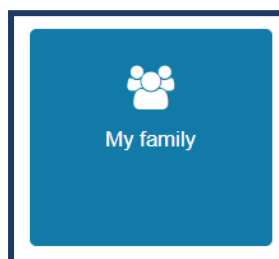
**Submission closing date**  
15/01/2026 23:59

**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 \(do not use this if you have already started an application\).](#)

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

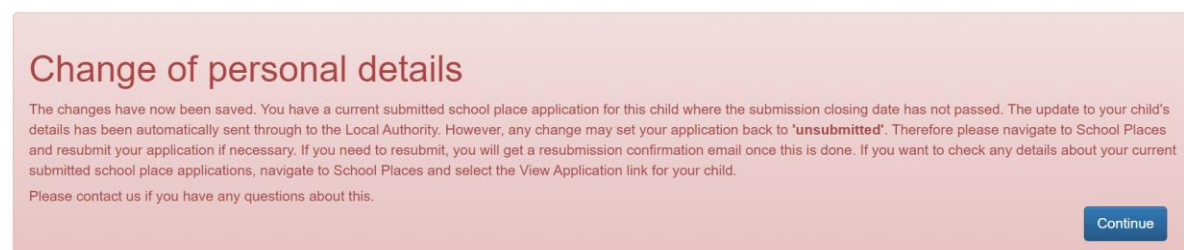
**Address:** 8, Russell Road, Ipswich, Suffolk, IP1 2BX

**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).