

THE IMPORTANCE OF SELECTING THE CORRECT DATE OF BIRTH ON YOUR ONLINE APPLICATION WHEN APPLYING FOR THE 2021/2022 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 2021/2022

DATE OF BIRTH	TRANSFER GROUP
01/09/2016 – 31/08/2017	RECEPTION
01/09/2013 – 31/08/2014	INFANT TO JUNIOR (I-J)
01/09/2011 – 31/08/2012	FIRST TO MIDDLE (F-M)
01/09/2009 – 31/08/2010	PRIMARY TO HIGH (P-H)
01/09/2007 – 31/08/2008	MIDDLE TO UPPER (M-U)

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

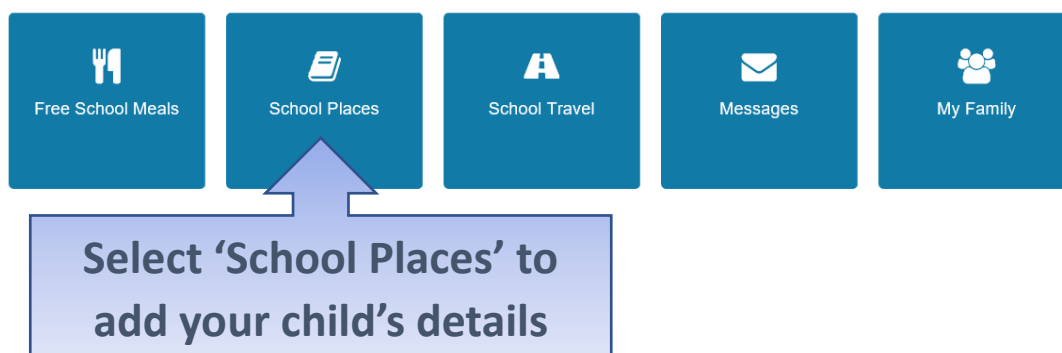
Suffolk County Council Citizen Portal
Manage your applications by clicking on one of the **blue tiles** below.

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 details of your child(ren) by clicking on the 'my family' tile below.



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

Date of Birth *

Relationship to Child *

Parental Responsibility * Yes No

If you have legal responsibility for this child, select Yes

Address

Children And Young Peoples Services
 Endeavour House,
 Russell Road
 Ipswich
 IP1 2BX
 United Kingdom

The date on which the child was born

If you then click anywhere outside the box, this date will hold.

Date of Birth *

Relationship to Child *

Your relationship to this child (e.g. you are the Father of this child)

Parental Responsibility * Yes No

If you have legal responsibility for this child, select Yes

Address

Children And Young Peoples Services
 Endeavour House,
 Russell Road
 Ipswich
 IP1 2BX
 United Kingdom

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:

Date of Birth * 18-March-2007

Relationship to Child *

Parental Responsibility * Yes No

Address

Children And Young Peoples Services Endeavour House,

The date on which the child was born

Mar 2007

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

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.

Apply now

Fred Bloggs
Date of birth : 18-Mar-2007

You can perform the following actions:

- **Start New Application (if you have an incomplete application use 'Continue Application'. If you have already submitted your application use 'Change Application' or 'View Application').**

Click here to start a new application

A child with the DOB 18/03/2008 will enable you to make an application in the Middle to Upper School 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:

Middle to Upper School

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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.

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, and correct your child's DOB (see the instructions above) Once the correct date 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. This update to your child's details has been automatically sent through to the Local Authority. Any change has set your application back to 'unsubmitted'. Therefore please navigate to School Places and resubmit your application. You will get a resubmission confirmation email once this is done. If you want to check any details about your current 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.

The screenshot shows a blue application tile for Mary Bloggs. At the top right, a green box says "Application submitted". The child's name is "Mary Bloggs" and the date of birth is "03/04/2017". The application is for "Infant to Junior School". Below this, it says "Last updated 08/09/2020 15:01", "Preference 1: Cedarwood Primary School", "Submission closing date 15/01/2021 23:59", and "School Place Offer published here 16/04/2021". At the bottom, there is a white box with the heading "You can perform the following actions:" and a list of three options: "Change application", "View application", and "Start New Application (if you have an incomplete application use 'Continue Application'. If you have already submitted your application use 'Change Application' or 'View Application')." Red circles and arrows highlight the "Application submitted" status, the corrected date of birth, and the "Change application" option.

Application submitted

Mary Bloggs
Date of birth: 03/04/2017
Infant to Junior School
Last updated 08/09/2020 15:01
Preference 1: Cedarwood Primary School
Submission closing date 15/01/2021 23:59
School Place Offer published here 16/04/2021

You can perform the following actions:

- **Change application**
- **View application**
- **Start New Application (if you have an incomplete application use 'Continue Application'. If you have already submitted your application use 'Change Application' or 'View Application').**

Date of birth has been corrected from 03/04/2014 (I-J transfer group) to 03/04/2017 (Reception transfer group) 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 make the incorrect application inactive and will not process it

Please only make an application if you have a postcode in Suffolk. If you are unsure if your address is in Suffolk please check below or contact the Admissions Team on 0345 600 0981 (local rate). If you live outside of Suffolk you must apply to your home authority.

My child's current postcode

Check Now

Cancel

Continue to Apply

Once you have clicked 'continue to apply' 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
2021

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