

THE IMPORTANCE OF SELECTING THE CORRECT DATE OF BIRTH ON YOUR ONLINE APPLICATION WHEN APPLYING FOR THE 2023/2024 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 2023/2024

DATE OF BIRTH	TRANSFER GROUP
01/09/2018 – 31/08/2019	Reception Entry starting September 2023
01/09/2015 – 31/08/2016	Transferring from Infant to Junior School
01/09/2011 – 31/08/2012	Transferring from Primary to Secondary School
01/09/2010 – 31/08/2011	Transferring from Middle School to Year 8
01/09/2009 – 31/08/2010	Transferring from Middle School to Year 9

Adding your child's details

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

Suffolk County Council Citizen Portal

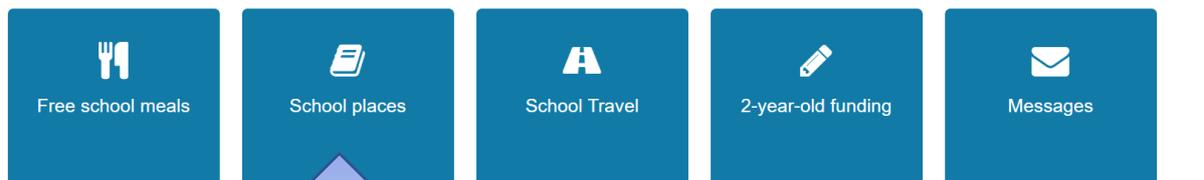
Manage your applications by clicking on one of the **blue tiles** below.

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

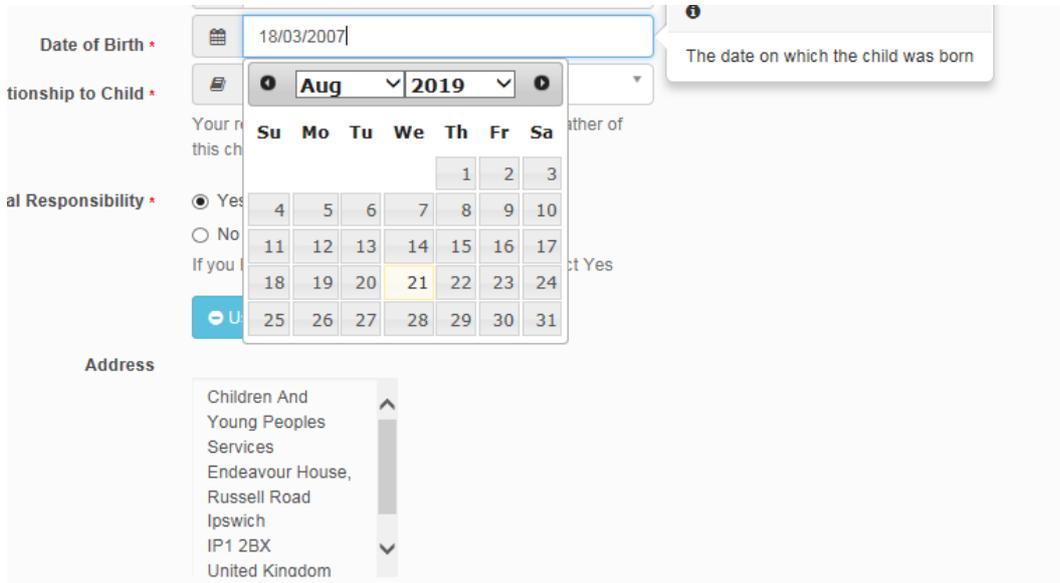
- Check your contact details are correct by clicking on 'my account' at the top right of this page.
- Add, or change, details of your child(ren) by clicking on the 'my family' tile below.



Select 'School Places' to
add your child's details

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:



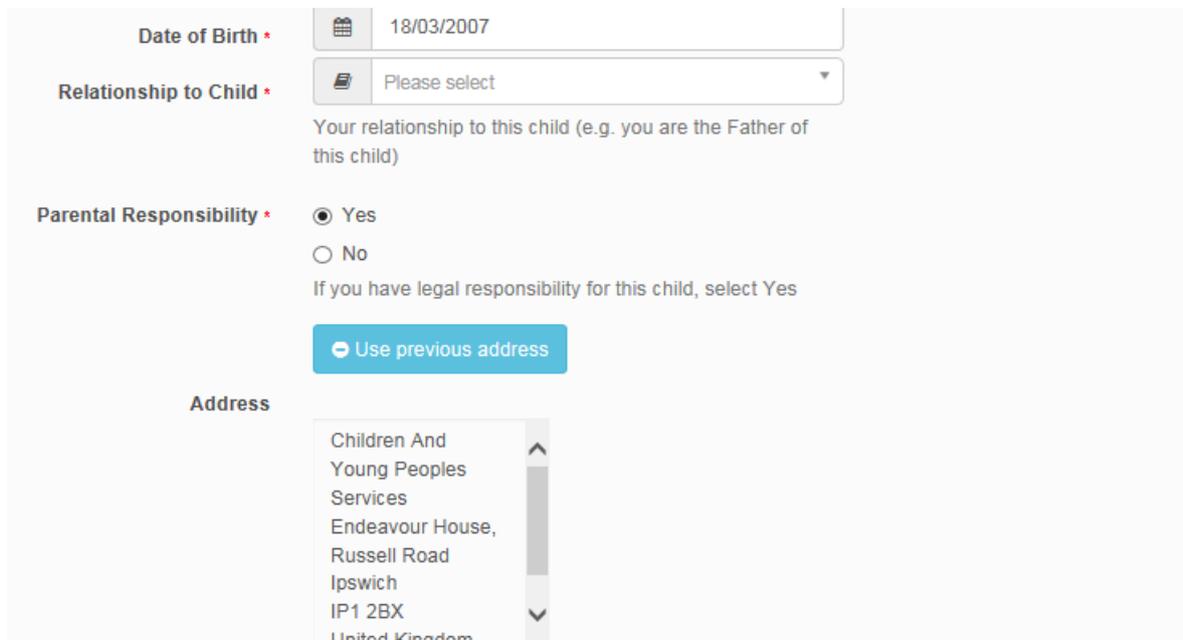
The screenshot shows a form with the following fields and options:

- Date of Birth ***: A text input field containing "18/03/2007". A tooltip above it says "The date on which the child was born".
- Relationship to Child ***: A dropdown menu showing "Aug" and "2019".
- Parental Responsibility ***: Radio buttons for "Yes" (selected) and "No". Below it, the text reads "If you have legal responsibility for this child, select Yes".
- Address**: A scrollable list containing "Children And Young Peoples Services", "Endeavour House, Russell Road", "Ipswich", "IP1 2BX", and "United Kinadom".

A calendar dropdown is open, showing the month of August 2019. The date 21 is highlighted in yellow. The calendar grid is as follows:

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

Then click anywhere outside the box for this date to hold.



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

- Date of Birth ***: A text input field containing "18/03/2007".
- Relationship to Child ***: A dropdown menu showing "Please select". Below it, the text reads "Your relationship to this child (e.g. you are the Father of this child)".
- Parental Responsibility ***: Radio buttons for "Yes" (selected) and "No". Below it, the text reads "If you have legal responsibility for this child, select Yes".
- Address**: A scrollable list containing "Children And Young Peoples Services", "Endeavour House, Russell Road", "Ipswich", "IP1 2BX", and "United Kinadom".

A blue button labeled "Use previous address" is visible below the Parental Responsibility section.

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 * Mar 2007

Parental Responsibility * Yes No

Address Children And Young Peoples Services Endeavour House,

The date on which the child was born

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 '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.

Make a new application

Can apply now

Fred Bloggs

Date of birth: 02/09/2011

School place offer published here

Actions

- Start New Application (do not use this if you have already started an application).

Click here to start a new application

A child with the DOB 02/09/2011 will enable you to make an application in the 'Transferring from Primary to Secondary 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:

Transferring from Primary to
Secondary School

Back

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, via the 'My family' tile, 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. 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 Bioggs

Date of birth: 12/06/2019
Transferring from Infant to Junior School

Last updated: 06/09/2022 12:21

Preference 1: Claydon Primary School

Submission closing date:
15/01/2023 23:59

School place offer published here:
17/04/2023

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 12/06/2015 (Transferring from Infant to Junior School transfer group) to 12/06/2019 (Reception Entry starting September 2023 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 not process the application in the incorrect transfer group

 Admissions

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).

My child's current postcode

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 2023

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