

Management Information

CTFs

Preparation and Guidance for SIMS.net Schools V2.0

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1.1. Importance of the CTF

Common Transfer Files (CTFs) are XML files that are used to electronically import and export data when pupil/students transfer from one school to another. This usually happens at the start of a new academic year but can also occur at any other time throughout the year.

Each transfer file contains details of the transferring pupil/students (such as contacts, attendance history, assessment data, etc.), as well as details of the transferring and receiving schools. CTF files are also used to export Key Stage Results to LAs and the Qualifications and Curriculum Development Agency.

Once generated, the CTF file is sent to the receiving school via the DfE secure web site S2S. The receiving school or LA can then import the data into their SIMS/One system. The CTF import routine enables pupil/students to be placed either directly on-roll or into a pre-admission group.

1.2. Key benefits of CTF

- **Pupil Welfare**

When pupils move from one school to another it is the mechanism for keeping track of them, ensuring they are not lost from the system, and that any significant information, for example Special Educational Needs or details such as 'In Care' are immediately available to the new school.

Much of the data to be transferred represents some characteristic or status at the point in time that a pupil leaves school. There are also historical items which will capture data for a year, e.g. pupil attendance aggregate data, or which relate to events that have happened during a pupil's time in school e.g. attainment/assessment (end of Key Stage) data. Historical data may include data that has been transferred from a pupil's previous school(s).

- **Maintaining Pupil Progress Using Prior Attainment**

Another important rationale for this requirement is that, if the receiving school has knowledge of the pupil's prior attainment, this can be used to inform their planning for the pupil's continuing education. Using this knowledge of prior attainment they are better able to meet the individual needs of each pupil with greater accuracy and therefore maintain the momentum of their learning.

- **Children whose parent(s) are serving with the Armed Forces**

A CTF is particularly important for children whose parent(s) are serving with the Armed Forces because these children tend to move schools more frequently. Therefore maintaining continuity for their education by transferring up to date and relevant information promptly is imperative.

SCE (Service Children's Education) have schools worldwide that have access to the S2S website and can therefore download a CTF.

SCE is committed to using CTFs on a voluntary basis, and points out that it is particularly important for its schools to receive CTFs for pupils transferring into them; as such moves can often involve large numbers of children at the same time.

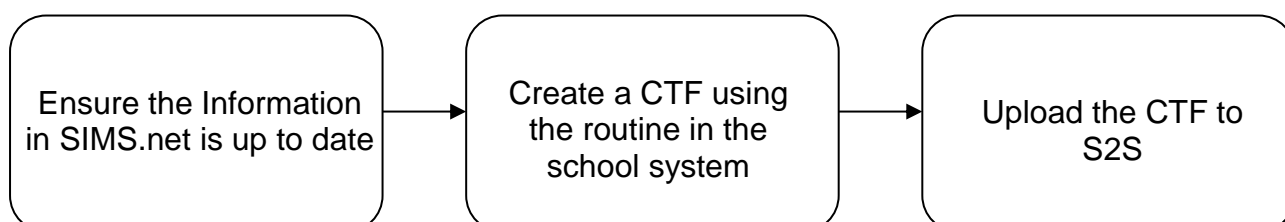
- **Non-maintained Special Schools, City Technology Colleges and Academies**
Many of the above establishments have MIS (Management Information Systems) that are compatible with mainstream LA schools and it is therefore important that children moving to these schools/colleges/academies are not disadvantaged by a lack of information and communication from their old school.
- **Independent Schools**
Many Independent schools have MIS compatible with other educational establishments and they can have access to the S2S website to download a CTF.
- **School Value Added Analysis**
A CTF can have implications for the whole school performance record. The lack of previous results can impact on Value Added analysis of the schools performance. If a school does not have pupils' previous achievements future Value Added analysis of the school results will be affected as this is reliant on data from the previous Key Stage, for example from Key Stage 2 to Key Stage 3.
- **Target Setting**
The lack of performance data for a child can affect school target setting processes especially if part of this is based on the National Value Added Lines.

1.3. General Process map for Sending or receiving a CTF

When a pupil(s) Leaves your School

Currently the S2S secure transfer website provided the DfE is the method for exchanging data between schools. Schools should be monitoring files sent to receiving schools which have not been downloaded from S2S. If a request is subsequently received the school should actively check their records and, if appropriate, direct the requesting school to the file on S2S.

- A CTF **should be created** for every pupil who leaves your school even if:
 - the destination **is not a maintained school in England or Wales**
 - the destination **is not known** (Lost Pupils).
- A CTF **should be created** and sent as soon as the destination is known.
- A CTF **can be created** and sent before a pupil(s) leave.
- Creating a CTF **DOES NOT** take the pupil(s) 'Off Roll' or assign leaving dates.
- More than one CTF **can be created and sent** for the same pupil(s).

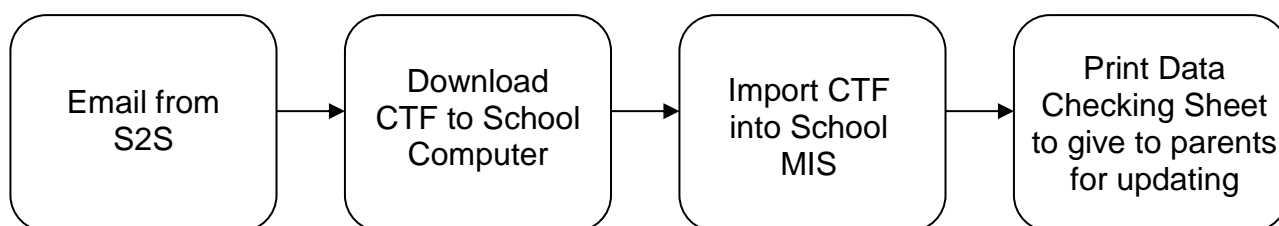


When a pupil(s) joins your School

Schools are notified by email if there is a CTF waiting for them to download from the DfE S2S Website. If you are having problems receiving these emails please contact Management Information.

More than one CTF can be imported for the same pupil(s) however you may wish to de-select certain items after the first file has been imported. Contacts and addresses for example.

- If you do not receive a CTF, contact the previous school and request a file as soon as possible
- If you have entered details manually you should still import the CTF but you may wish to de-select certain items. Contacts and addresses for example.



1.4. Circumstances when standard rules for sending and receiving a CTF for a pupil might not apply

There are occasions when it is not considered appropriate to pass on to a new school, details of a pupil's history. Each case would need to be judged on its merits in consultation with relevant parties that might include:

- The school
- The police
- Child protection worker
- Social worker
- CME contact in the LA
- Other LA contacts

Circumstances when it is not considered appropriate to pass on details via a CTF might include:

- A family escaping a violent partner
- The family is in a witness protection programme
- The child has just been adopted

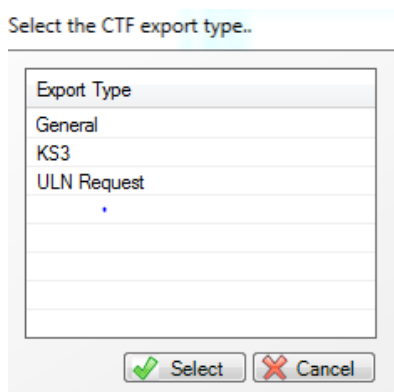
1.5. When to create a CTF with more than one pupil and when to create CTF with only one pupil

- A group of pupils transferring to the same school where both the school and LA number are known can be included in the same single CTF
- If, however, more than one pupil is leaving the school but the destination is either unknown or outside the maintained sector for England and Wales, a separate CTF must be created for each pupil. More details can be found in the S2S guidance on the DfE website under the heading 'Lost Pupils Leaving or Joining your School': <https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities>

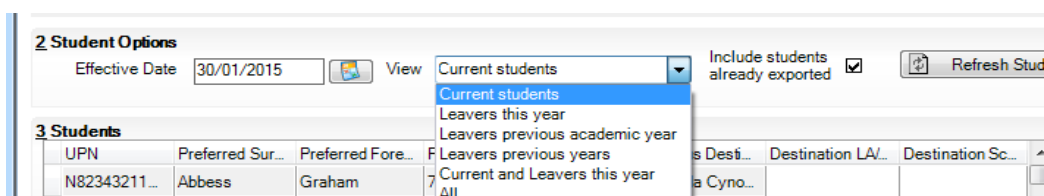
- Details of all schools including Independent schools numbers can be found on the website: <https://get-information-schools.service.gov.uk/>

2.1. Exporting Common Transfer Files

1. Select **Routines | Data Out | CTF | Export CTF** to display the **Export CTF** page
2. This dialog enables you to create the following types of CTF:
 - **General** - produces a full CTF export file
 - **ULN Request/Update** - generates a CTF file for pupil/students who do not have a Unique Learner Number (ULN). This type of CTF contains minimal tags



- **NOTE:** Primary schools in England are provided with a third option (**Phonics Test Results**), which generates a CTF file for pupil/students who have Phonics Test Results data recorded. This type of CTF contains minimal tags
3. Highlight the required CTF export type then click the **Select** button to display the **Export CTF** page. The page name is appended with the option selected in the previous dialog
 4. Select the **Effective Date** using the **Calendar** button in the **Pupil (or Student) Options** panel. This date must fall within the current academic year, and it governs the cut-off point for the exclusion of the selected pupil/students, based on the **View** settings.
 5. Select the type of pupil/students to be included in the CTF file from the **View** drop-down list, e.g. **Leavers this year**. The selection made here governs the impact of the selected **Effective Date**.



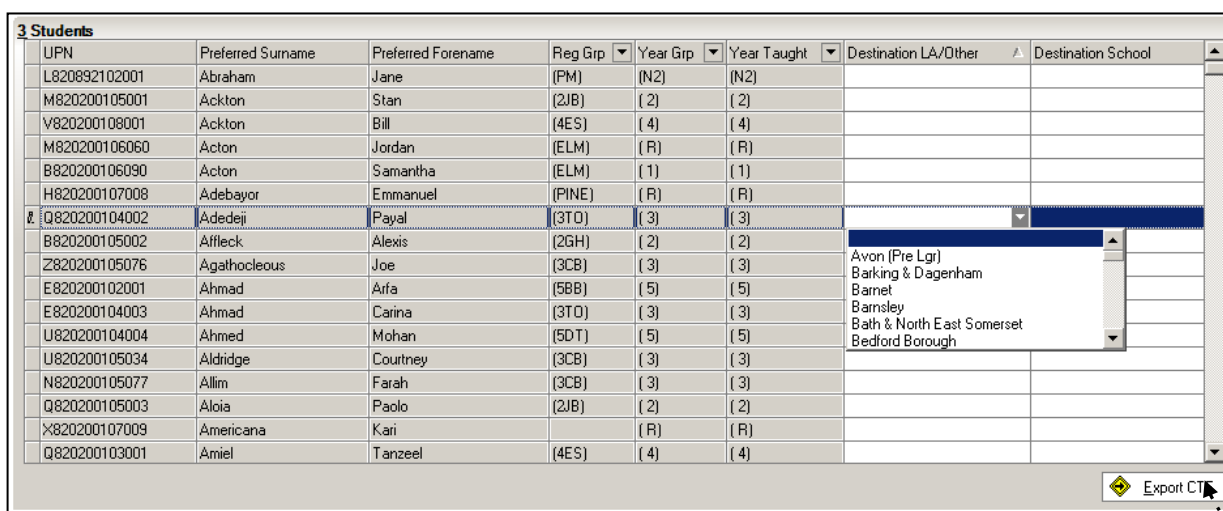
6. It is possible to place on-roll pupil/students and leavers in the same CTF file. This is useful when sending end of Key Stage results to the National Assessment Agency. To do this, select **Current and Leavers this year** from the **View** drop-down list.

NOTES:

Selecting **All** from the **View** drop-down list displays all students, and therefore, the **Effective Date** filter is not applicable.

Selecting **Leavers previous years** displays all students who have left your school in all previous years, and therefore the **Effective Date** filter is not applicable.

- In the **Students** panel, click into the **Destination LA/Other** or **Destination School** cell for each relevant pupil/student, as appropriate, and select their destination from the drop-down list.
-



UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Destination LA/Other	Destination School
L820892102001	Abraham	Jane	(PM)	(N2)	(N2)		
M820200105001	Ackton	Stan	(2JB)	(2)	(2)		
V820200108001	Ackton	Bill	(4ES)	(4)	(4)		
M820200106060	Acton	Jordan	(ELM)	(R)	(R)		
B820200106090	Acton	Samantha	(ELM)	(1)	(1)		
H820200107008	Adebayor	Emmanuel	(PINE)	(R)	(R)		
Q820200104002	Adedeji	Payal	(3TQ)	(3)	(3)		
B820200105002	Affleck	Alexis	(2GH)	(2)	(2)		
Z820200105076	Agathocleous	Joe	(3CB)	(3)	(3)		
E820200102001	Ahmad	Arfa	(5BB)	(5)	(5)		
E820200104003	Ahmad	Carina	(3TQ)	(3)	(3)		
U820200104004	Ahmed	Mohan	(5DT)	(5)	(5)		
U820200105034	Aldridge	Courtney	(3CB)	(3)	(3)		
N820200105077	Allim	Farah	(3CB)	(3)	(3)		
Q820200105003	Aloia	Paolo	(2JB)	(2)	(2)		
X820200107009	Americana	Kari		(R)	(R)		
Q820200103001	Amiel	Tanzeel	(4ES)	(4)	(4)		

TIP: Right-clicking anywhere in the grid enables you to **Select All** the pupil/students displayed. They can then be allocated to the same **Destination LA** or **Destination School** collectively. You can also highlight a selection by using the **Shift** or **Ctrl** keys in conjunction with the mouse button.

- Click the **Export CTF** button to create and save the export file to the location specified when configuring the CTF Defaults.

NOTE: Any errors preventing a record from being exported in full are written to the Export Exception Log. The exception log also warns if any information expected to be included in the CTF export file is missing for a pupil/student. For example, the Student Address is included but the address has no Street.

- If any data exceptions are found, correct the missing data for the pupil/students who have not been processed or update any missing data items by editing their pupil/student details, then click the **Refresh Students** button to enable the **Export CTF** button again.

The **Destination LA/Other** or **Destination School** cells are blank for the pupil/students who were not processed originally and a new column listing the **Previous Destination** is displayed. Select the destination information as required.

When you have selected the **Destination LA** or **Destination School** for the relevant pupil/students, click the **Export CTF** button again to create and save the export file.

9. Once the file has been created, any exceptions dealt with and the file created again, if necessary, open S2S and navigate to the location of the **CTF Export Directory** as defined in the **Configure CTF Defaults** page and identify the newly created CTF file (.XML) for export. Each file has a unique file name. (see S2S guidance)

NOTE: In order to differentiate between CTF export files that have the same source and destination number, the file names are automatically appended with a sequence number, e.g. 8864567_CTF_8866543_001, 8864567_CTF_8866543_002

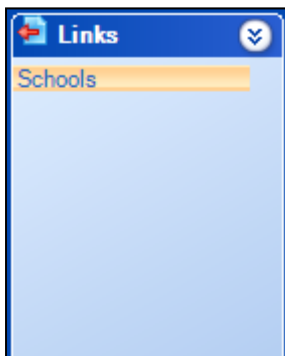
10. The CTF file can now be sent to the recipient by S2S

ADDING NEW DESTINATION SCHOOLS

If you have a student(s) leave to go to a school which is not already in your system you will need to add it to SIMS.net before you create the CTF.

Select **Routines** | **Data Out** | **CTF** | **Export CTF** to display the **Export CTF** page.

Click on **Schools** within the **Links** panel on the right hand side of the screen



Click **New**

Type in the name of the school you are sending the CTF to in the **School Name** field

1 Establishment

School Name: Waters Edge Primary School

LA: [] [Magnifying Glass Icon]

Establishment Number: []

School Phase: []

School Governance: []

Head Teacher: []

Main Contact: []

School Purpose:

- Partnership Monitor
- Partnership School
- Indirect Destination
- Indirect Feeder
- Feeder
- Destination

Click on the magnify glass against the LA field

Type in the **LA name** or **LA number** and select **Region** as appropriate

Search | Print

LA name: [] LA number: 887 Region: England

Name	LA number
Medway	887

Highlight the LA and click **OK**

Type in the DfE number of the destination school in the **Establishment Number** field
(If you do not know these details you can find them on <https://get-information-schools.service.gov.uk/>)

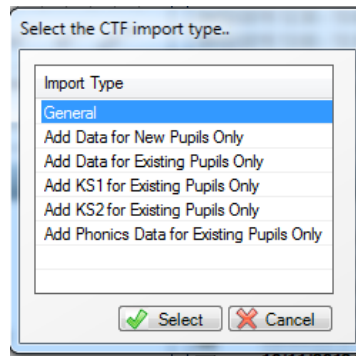
Save

2.2. Importing Common Transfer Files

Select **Routines** | **Data In** | **CTF** | **Import CTF** to display the **Select the CTF import type** dialog

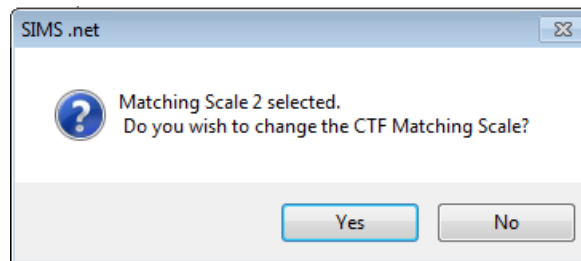
This dialog enables you to create the following types of CTF:

- **General** - imports a full CTF export file
- **Add Pupils Only** - imports data for pupil/students who do not already exist in SIMS
- **Add Data for Existing Pupils Only** - imports data in the CTF for pupil/students who already exist in SIMS
- **Add ULNs for Existing Pupils Only** - imports only the ULNs for pupil/students who already exist in SIMS



Highlight the required CTF import type then click the **Select** button to display a message asking you to confirm whether you wish to change the matching scale

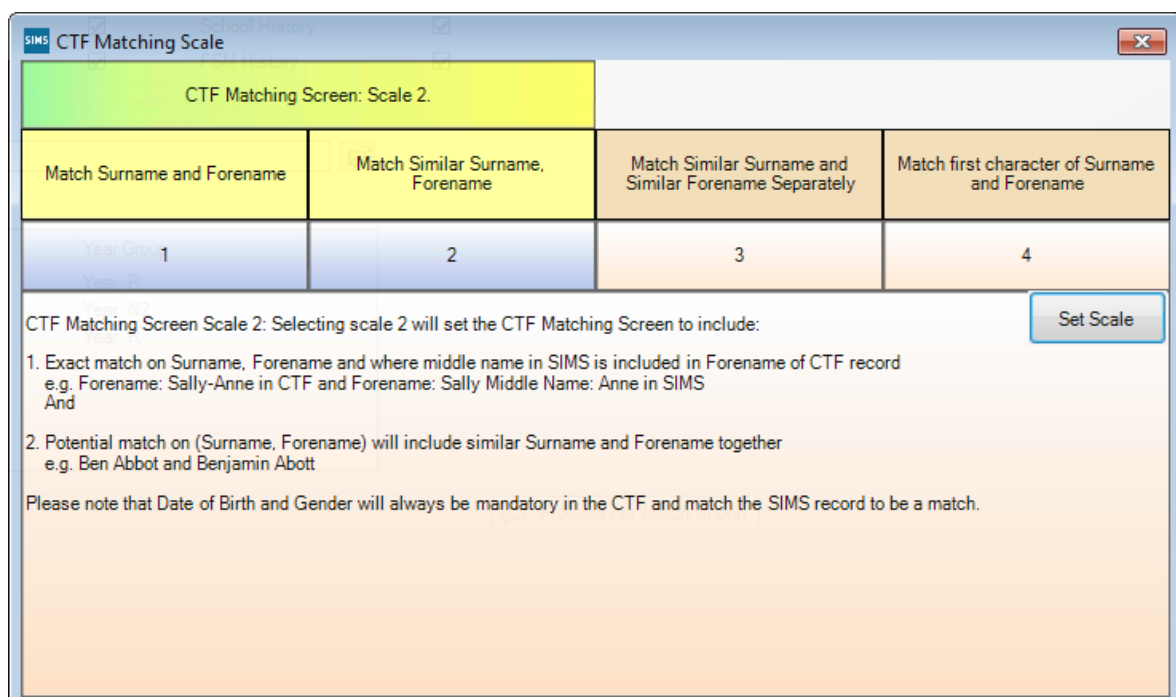
If you wish to remain on level **2** of the matching scale, click the **No** button to display the **Import CTF** page. The page name is appended with the option selected in the previous dialog.



The scale defaults to level 2, indicating that the algorithm will match on similar surname and forename

This message relates to the **Match and Import panel** on the Import CTF page, which enables you to examine the data stored in SIMS against the information in the CTF and decide which information should be imported

To change the matching scale, click the **Yes** button to display the **CTF Matching Scale** dialog



This screen enables you to select the required scale from the following:

- Match Surname and Forename
- Match Similar Surname, Forename
- Match Similar Surname and Similar Forename Separately
- Match first character of Surname and Forename

The corresponding number indicates the level of matching you wish to carry out, with level 1 being the strictest and 4 being the most flexible

1. Select the required matching scale by clicking the required heading (e.g. Match Surname and Forename) or the required level number (e.g. 1)

Clicking the required matching scale displays in the bottom panel of the screen, more detailed information on the selected scale

2. Confirm that you wish to implement the new matching scale by clicking the Set Scale button to display the Import page

The matching scale can be changed later in the process via the Match and Import panel on the Import CTF page

Specify the data to be imported by selecting and deselecting the appropriate **Data to be Imported** check boxes

1 Data to be Imported					
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>	School History	<input checked="" type="checkbox"/>
Attendance Summary	<input checked="" type="checkbox"/>	Looked After	<input checked="" type="checkbox"/>	FSM History	<input checked="" type="checkbox"/>

In the **Import Selection** panel, click the **Open** button adjacent to the File field to display the **Select Import File** dialog

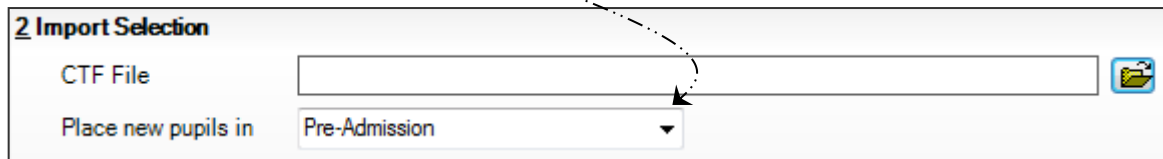
Navigate to the location of the File to be imported. Highlight the appropriate file and click the **Open** button

Pre-Admission Group	Admit On	Year Group
Nursery Admissions 2015	01/09/2015	Year N2
Reception Admissions 2015	01/09/2015	Year R

Before the import takes place, the system ensures that the CTF file you have selected is intended for your school by validating the header information contained in the file. The header information contains the LA number and Establishment Code for your school. If the file you are trying to import is not intended for your school, a warning message is displayed and you should abandon the import

New pupil/students can either be placed On-Roll or into an intake and admission group combination

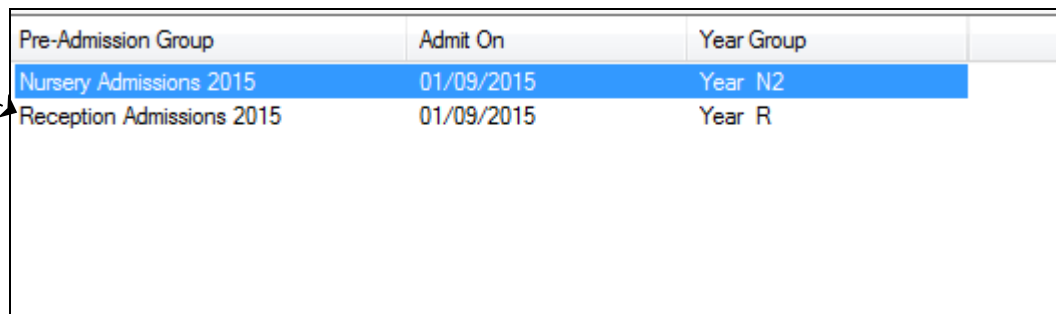
Select the required destination to **Place new pupils/students in** from the drop-down list, i.e. **On-Roll** or **Pre-Admission**



The screenshot shows a form titled "2 Import Selection". It has a text input field for "CTF File" with a folder icon to its right. Below it is a dropdown menu labeled "Place new pupils in" which is currently set to "Pre-Admission". A dashed arrow points from the text above to the dropdown menu.

Pre-Admission (Applications)

If you select Pre-Admission, highlight the required Pre-Admission Group in the list



Pre-Admission Group	Admit On	Year Group
Nursery Admissions 2015	01/09/2015	Year N2
Reception Admissions 2015	01/09/2015	Year R

A dashed arrow points from the text above to the first row of the table.

New pupil/students placed in a pre-admission (application) group are given an enrolment status of Single Registration by default. If you wish to edit the enrolment status, select **Focus | Admission | Application**

On-Roll

If you select On-Roll, the **Effective Date** field is displayed, which defaults to today's date. This enables data to be imported into SIMS (including group memberships) as of a specified date

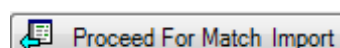


The screenshot shows the "2 Import Selection" form. The "Place new pupils in" dropdown is empty. To its right is an "Effective Date" field containing "02/02/2015" and a calendar icon. A dashed arrow points from the text above to the "Effective Date" field.

You might wish to enter an earlier date if, for example, the CTF is received after the pupil/student has been admitted to the school. If the CTF is imported after the pupil/student has been admitted, their group memberships will commence as of the current date. Selecting an earlier date, i.e. when the pupil/student arrived at the school, enables the group memberships to be set accurately and without the need for manual intervention

If you leave the date as the default, CTF import creates membership information (e.g. ethnic, religion, etc.) for an on-roll pupil/student as of the day of import, meaning you must change these membership dates manually to make them accurate, if required.

Click the **Proceed For Match Import** button to display the **Match and Import** panel



Match and Import

This Match and Import screen is used to match pupils in the CTF import file and SIMS. The CTF file can be imported at any point of the matching process. When the CTF is being imported, the matches identified in the 'Selected Pupil' column will be applied. When you are ready to import the CTF file, click the 'Import CTF' button at the bottom of the page.

Refresh

Indicator	CTF Pupil	Pre-Admission Pupil	Admitted Pupil	Selected Pupil
	Laura_Adams	No data found	Laura_Right [1]	Laura_Right
	Tarak_Amnr	No data found	No data found	Conflicting Pupil
	Gwenneth_Astick	No data found	Genneth_Astick [1]	Conflicting Pupil
	Steve_Bond	No data found	Steve_Bond [1]	Steve_Bond

Match from following:

Positive Match
Laura_Right

[View CTF Matching Scale For Potential Matches](#)

Potential Matches

CTF Pupil Details

Names	Details
UPN	K823200110081
Former UPN	
Surname	Adams
Forename	Laura
DOB	03/03/2007
Gender	F

CTF Details:

Total Pupils In CTF File: 59

<< Previous Next >>

A maximum of 50 pupils are displayed on one page.
Please click Next to move to the next 50 records if applicable.

The CTF Matching routine enables you to define how a record in a CTF is imported into SIMS. It also enables you to select a record in the CTF that matches a record in your SIMS database then update the SIMS database with any missing details

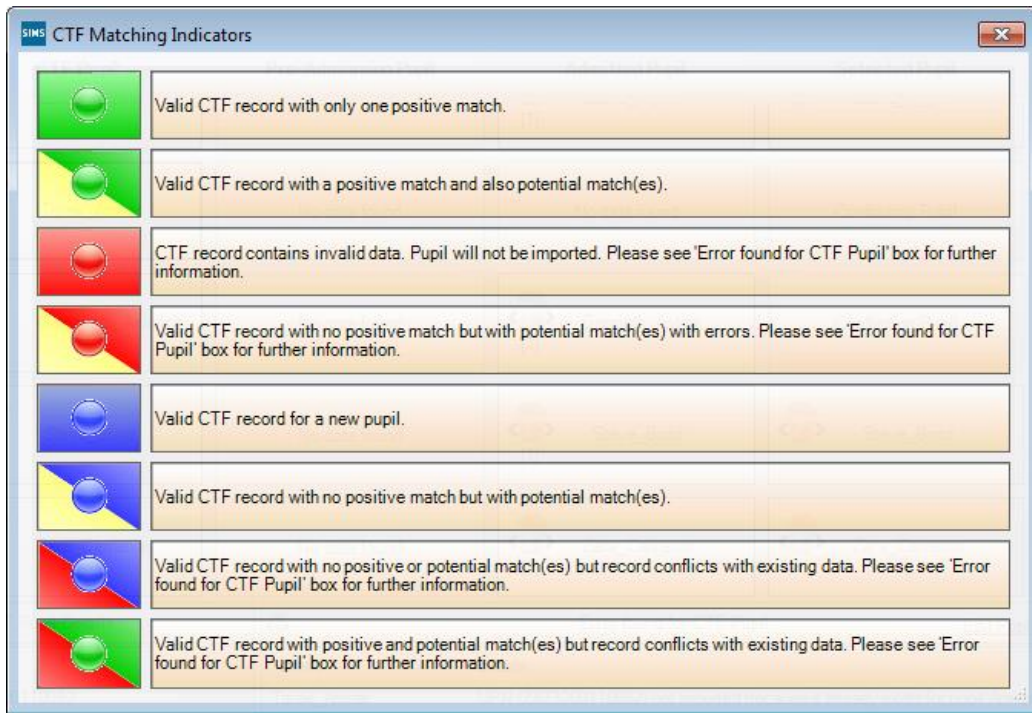
The algorithm used to match a record in the CTF with a record in the SIMS database can be changed, enabling you to be as strict or as flexible as necessary

The Pupil column displays pupil/students who are either **pre-admission** or **on-roll**

Indicator	CTF Pupil	Pre-Admission Pupil	Admitted Pupil	Selected Pupil
	Laura_Adams	No data found	Laura_Right [1]	Laura_Right
	Tarak_Amnr	No data found	No data found	Conflicting Pupil
	Gwenneth_Astick	No data found	Genneth_Astick [1]	Conflicting Pupil

The **Match and Import** panel displays indicators that help you to identify whether the CTF record has any conflicts and shows how the pupil/student record will be imported into SIMS

Click the **Indicator** link to display the **CTF Matching Indicators** dialog, which shows a detailed description of each indicator (see below)



Exit the CTF Matching Indicators dialog to return to the Match and Import panel

If you decide that the Selected Pupil and/or potential student/pupil(s) are incorrect matches, right-click the Selected Pupil and select **Remove selection** to change the selection to a **New Pupil** or a **Conflicting Pupil**

Indicator	CTF Pupil	Pre-Admission Pupil	Admitted Pupil	Selected Pupil
	Laura_Adams	No data found	Laura_Right [1]	Laura_Right Remove selection Ctrl+N

If you right-click the **Pupil** column and select **Add** as a new pupil, the Positive Match or manual match is removed and a new pupil cell is added

Indicator	CTF Pupil	Pre-Admission Pupil
	Laura_Adams Add as a new pupil No Ctrl+N Do not import this pupil Ctrl+R	

If you right-click the **Pupil** column and select **Do not import this pupil**, the selected pupil will not be imported

Indicator	CTF Pupil	Pre-Admission Pupil
	Laura_Adams Add as a new pupil No Ctrl+N Do not import this pupil Ctrl+R	

The number under the symbol reflects the number of matches found. The first name in the grid is displayed in the pupil cell but all matches are displayed in the Match from following grid

You can delete the pre-admission record, which will delete the UPN and allow it to be assigned to the admitted pupil

- Click the **Pre-Admission Pupil** cell to display the data for that pupil/student
- Right-click the **Edit Pupil** link on the right-hand side of the page then select **Go to Browser** to display the **Find Application** browser
- **Search** for student then **delete** the record
- Once the record has been deleted, return to the **Match and Import** panel and click the **Refresh** button to remove the student from the **Pre-Admission Pupil** column and allow the UPN to be imported against the admitted record upon import of the CTF

There are two panels at the bottom of the **Import and Match** panel. The first panel contains information about the pupil/student that is taken from the file.

CTF Pupil Details		Admitted Pupil Details Edit Pupil	
Names	Details	Names	Details
UPN	K823200110081	UPN	K823200110081
Former UPN		Former UPN	
Surname	Adams	Surname	Right
Forename	Laura	Forename	Laura
DOB	03/03/2007	DOB	03/03/2007
Gender	F	Gender	F
		Mismatch	

When you select a different pupil/student, the Pupil Details panel changes. The details in the second panel will differ depending on what cells you select

- If the pupil/student selected does not have any conflicting errors with SIMS, the panel on the right-hand side will be empty

CTF Pupil Details			
Names	Details	Details	
UPN	K823200110081	No data found.	
Former UPN			
Surname	Adams		
Forename	Laura		
DOB	03/03/2007		
Gender	F		

- If the pupil/student selected has conflicting errors with SIMS then the Error found for Pupil panel will be displayed

CTF Pupil Details		Error found for CTF Pupil Edit Pupil	
Names	Details	Names	Details
UPN	Z823200110082	Tarak_Amnar	UPN (Z823200110082) not imported because it already exists for pupil Amnar, T...
Former UPN			
Surname	Amnar		
Forename	Tarak		
DOB	05/02/2007		
Gender	M		

- If the pupil/student selected in the Selected Pupil column is admitted then the Matched On-Roll Pupil Details will be displayed

- If you select a pupil/student in the Selected Pupil column and they are a pre-admission pupil then the Matched Pre-admission Pupil Details will be displayed
- If you select a pupil/student in the Pre-Admission Pupil column then the Preadmission Pupil Details box will be displayed
- If you select a pupil/student in the Pre-Admission Pupil column then only pre-admission Potential Matches will be displayed in the Matching Scale panel
- If you select a pupil/student in the Admitted Pupil column then the On-Roll Pupil Details box will be displayed

Click the **Pre Import Report** button to see what exactly will happen if you decide to import the CTF

Pre CTF Import Report

This report is designed to show the results should user decide to import the CTF. Once the user is satisfied with the report the 'Import CTF' button can be selected.

Security Message: This report contains sensitive information.

CTF Filename: W:\CTFOUT\8235001_CTF_8235001_002.xml

Total Pupils: 59 **New Pupils:** 0 **Updated Pupils:** 57 **Not Imported Pupils:** 2

New Pupils

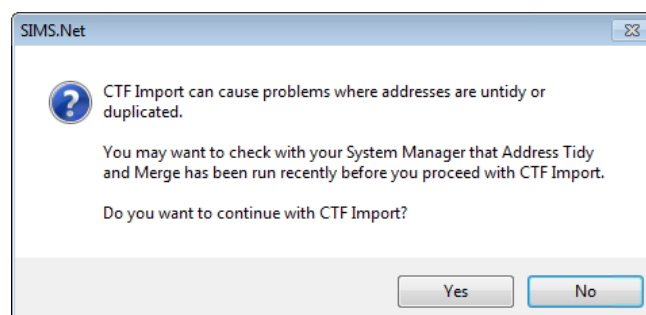
CTF Surname	CTF Forename	UPN	Date of Birth	Gender
-	-	-	-	-

Updated Pupils

CTF Surname	CTF Forename	UPN	Date of Birth	Gender	SIMS Matched Pupil Surname	SIMS Matched Pupil Forename
Adams	Laura	K823200110081	03/03/2007	F	Right	Laura
Bond	Steve	M823200110083	10/10/2006	M	Bond	Steve

Click the **Import CTF** button to begin the file import

NOTE: Prior to importing a CTF, a message prompts you to check with the System Manager whether the Address Tidy and Merge routine has been run



To continue with the import, click the **Yes** button. To cancel the process in order to check with the System Manager, or to run the **Tidy and Merge** routine prior to CTF import, click the **No** button

Once the routine has been run, the CTF is created automatically. An additional panel is displayed on the Import CTF page entitled Edit Current Imported Students. This panel allows basic information to be viewed and if required, the Enrolment Status can be edited by clicking in the required cell and then selecting the required status from the drop-down list. This panel is displayed only if new pupil/students are imported into SIMS

When the import process is complete, the **CTF Import Report** is displayed. This report explains what happens to the CTF pupil/student record once it is imported into SIMS. The report is saved in the Import CTF directory

Details of any errors are displayed in the **Exception Log** panel at the bottom of the Import CTF page

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description
Z823200110082	Amnar	Tarak	M	05/02/2007	Pupil Amnar, Tarak not imported as UPN (Z8232001
Z823200110053	Astwick	Gwenneth	F	21/02/2007	Pupil Astwick, Gwenneth not imported as UPN (Z8232001
X823200110013	Wong	Janet	F	11/08/2007	Student already exists in the school, but some data n
M823200110034	Roberts	Lauren	F	26/04/2007	Student already exists in the school, but some data n
B823200110035	O'Connor	Marc	M	08/02/2007	Student already exists in the school, but some data n
E823200110037	Ostark	Zhivka	F	01/03/2007	Student already exists in the school, but some data n
H823200110041	Jerome	Elvis	M	03/11/2007	Student already exists in the school, but some data n
X823200110042	Jacob	Tristan	M	06/04/2007	Student already exists in the school, but some data n
L823200110043	Morris	Julia	F	15/05/2007	Student already exists in the school, but some data n

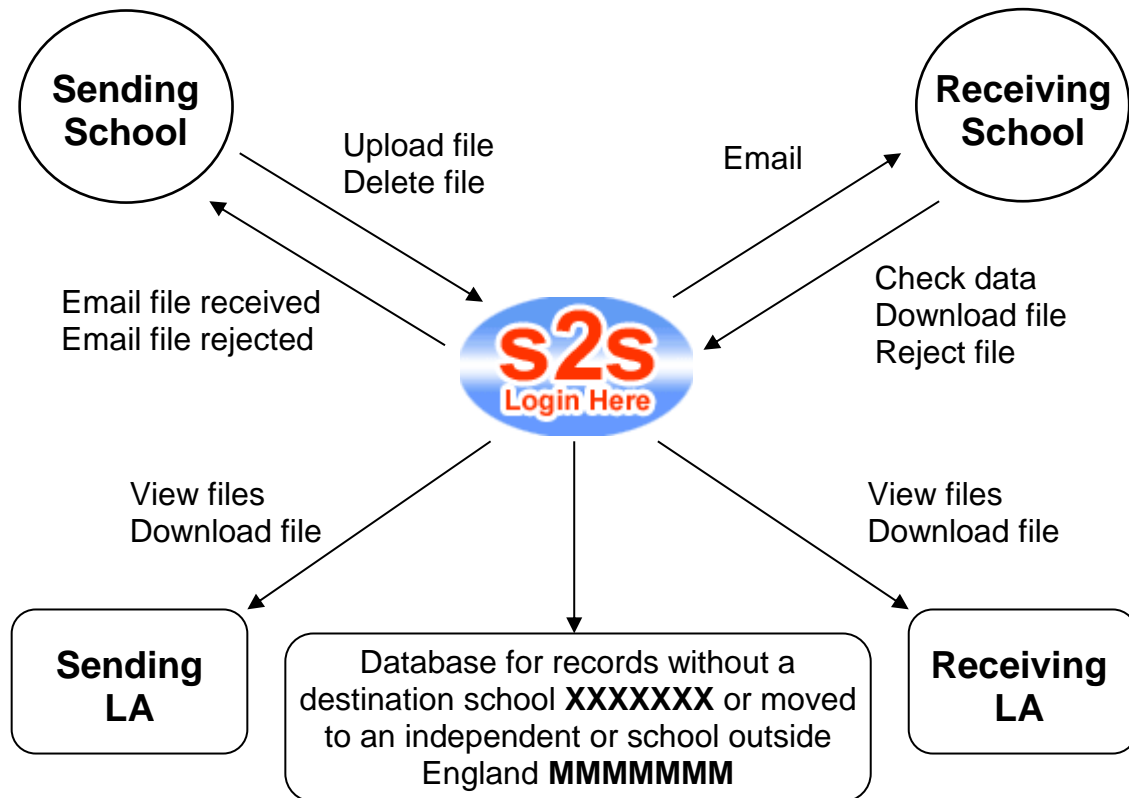
Click the **Save** button to keep your changes

Once imported, it is advisable to check the details of each imported pupil/student

3.1. Using the DfE website S2S

Full details for using S2S can be found in the Handbook available on the DfE website <http://www.education.gov.uk/researchandstatistics/datatdatam/s2s/a0064627/handbooks-for-schools-and-for-las>

Figure 1 shows the process of sending and receiving files using the S2S secure site.



3.2. Uploading a CTF

You will need to login into **Secure Access** to access the S2S site

<https://sa.education.gov.uk/idp/Authn/UserPassword>

Once logged in select **S2S**

Click on **Upload**

Click on **Upload CTF File**

- Upload
- Upload CTF File ←
- Upload Teacher Assessment File to IIAA
- Upload Generic File
- Upload PLASC/School Census File
- Upload Consistent Financial Reporting file
- Upload Exclusion File
- Upload Admissions File

Use **Browse** button to locate the drive and directory where your CTF is stored, usually **S:** or **F:** (see **5.1. How to Set CTF Configuration Defaults** page 15 for guidance).

Select the file for example **8862000_CTF_8864001_001.XML**

Where:

886 is the LA number of the sending school

2000 is the DfE Number of the sending school

886 is the LA number of the receiving school

4001 is the DfE number of the receiving school

Common Pupil Transfer File Upload Page

Please use the browse Button to retrieve files for upload

Select Folder & Filename:

S:\SIMS\STAR\8863716_CTF_8232001_001.xml

Browse...

Upload File

Click **Upload File**

3.3. Downloading a CTF

You will need to login into **Secure Access** to access the S2S site

<https://sa.education.gov.uk/idp/Authn/UserPassword>

Once logged in select **S2S**

Click on **Download** | **Download CTF File**

- Download**
- **Download CTF File** ←
- **Previously Downloaded CTF Files**
- **Download Generic Files**
- **Re-Download Generic Files**
- **Download HCT Results File**
- **Re-Download HCT Results File**
- **Download Admissions File**
- **Re-Download Admissions Files**

Select the **CTF** and check the basic pupil details shown.

Common Transfer Files ready for download

(click on column headings to change sort order)

File	Date Uploaded	Source School
8861234_CTF_8865678_001.xml	14/12/2009	Waters Edge Primary School

Pupil Details for selected file

Pupil UPN	Date of Birth	Name
A886123409001	01/01/2000	Bloggs, Joe

Click on **Download File** or **Remove File** as appropriate

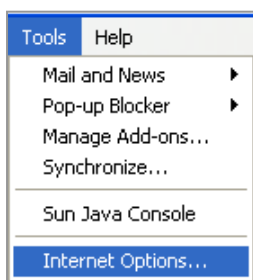
For Downloading; click on **OK** to confirm the download

Click **Save | Identify** the directory in which the file should be saved and save as you would normally within your computer system.

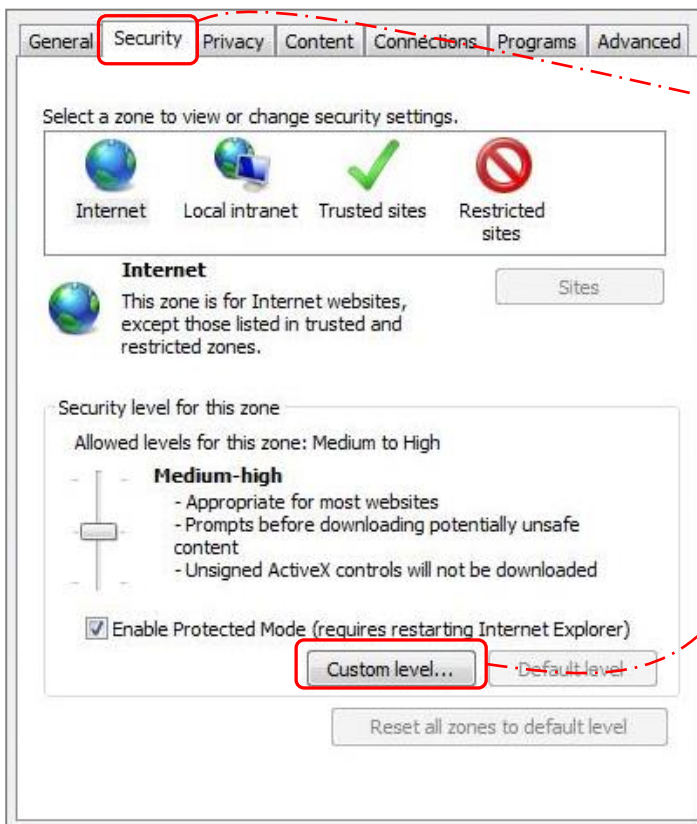
Import the CTF into your SIMS.net (See **2.2. Importing Common Transfer Files** page 9)

3.5. Problems with downloading from S2S (Security Settings)

If you experience problems with downloading from S2S, where your file appears to vanish on the site and has not downloaded onto your system. You might need to check your security settings as this may be affecting your download.

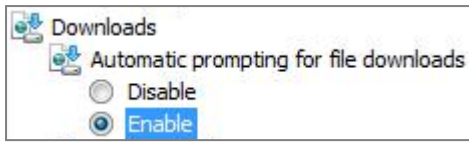


- Open **Internet Explorer**
- Click **Tools | Internet Options**



- Select the **Security Tab**
- Click on **Custom Level**

Search for **Downloads | Automatic Prompt for File Downloads**



Ensure this is **Enabled**

Click **OK** | **Re-download CTF file from S2S**

4.1. Examples of File Names

The system will automatically generate the file name depending on the destination of the file. The file name will always be in one of the formats given in the examples below. The last three numbers will be incremental; therefore if a second or third file is created for the same destination it would end in **_002.XML** or **_003.XML** respectively.

An example of a CTF file sent from **one school to another school** would be:

8012000_CTF_8024001_001.XML

Where:

801 is the LA number of the sending school

2000 is the DfE Number of the sending school

802 is the LA number of the receiving school

4001 is the DfE number of the receiving school

An example of a CTF file sent from **a school to its maintaining LA** would be:

8012000_CTF_801LLLL_001.XML

Where the second number contains LLLL indicating that the destination is the Local Authority and not another school

An example of a CTF file sent from **a school to the QCA** would be:

8012000_CTF_NAALLLL_001.XML

Where the second number is NAALLLL indicating its destination is the National Assessment Agency and not another school

****An example of a CTF file sent from a school to where the destination is not known**, sometimes referred to as the 'Lost Pupils' database, would be:

8012000_CTF_XXXXXXX_001.XML

****An example of a CTF file sent from a school to where the destination is known to be outside the maintained sector in England or Wales** would be:

8012000_CTF_MMMMMMM_001.XML

An example of a CTF file sent from **a School for Service Children** would be:

8012000_CTF_702LLLL_001.XML

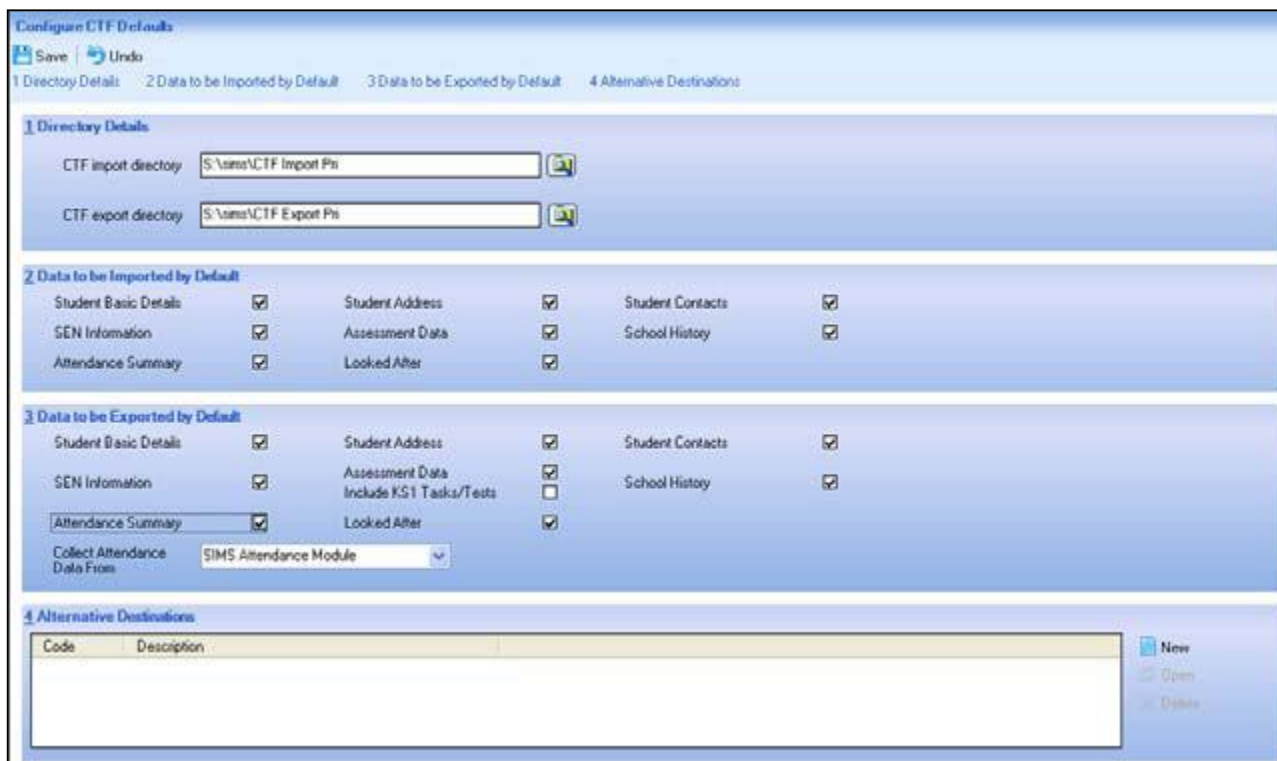
****See 5.2. Add alternative destinations to your SIMS.net** (page 17) to see how to add these to SIMS

5.1. How to Set CTF Configuration Defaults

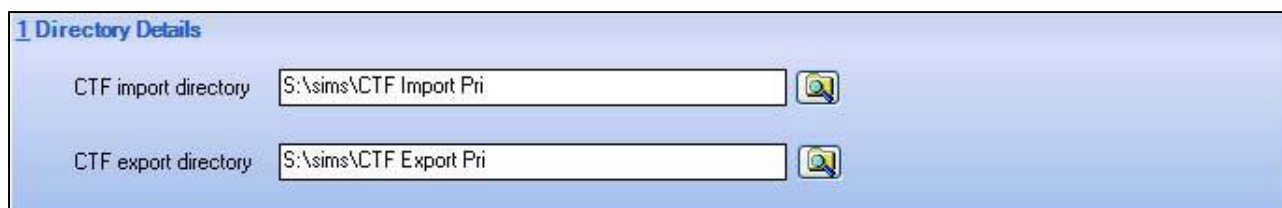
CTF configuration defaults must be set up before CTFs can be imported or exported. This includes setting the import/export directory details, specifying the data to be imported/exported by default in addition to adding any required alternative destinations. These enable the export of CTFs for pupil/students whose destination is unknown or for those who are moving to a school outside the maintained sector.

Setting the CTF configuration defaults

Select **Tools | Setups | CTF** to display the **Configure CTF Defaults** page.



Setting the directory details

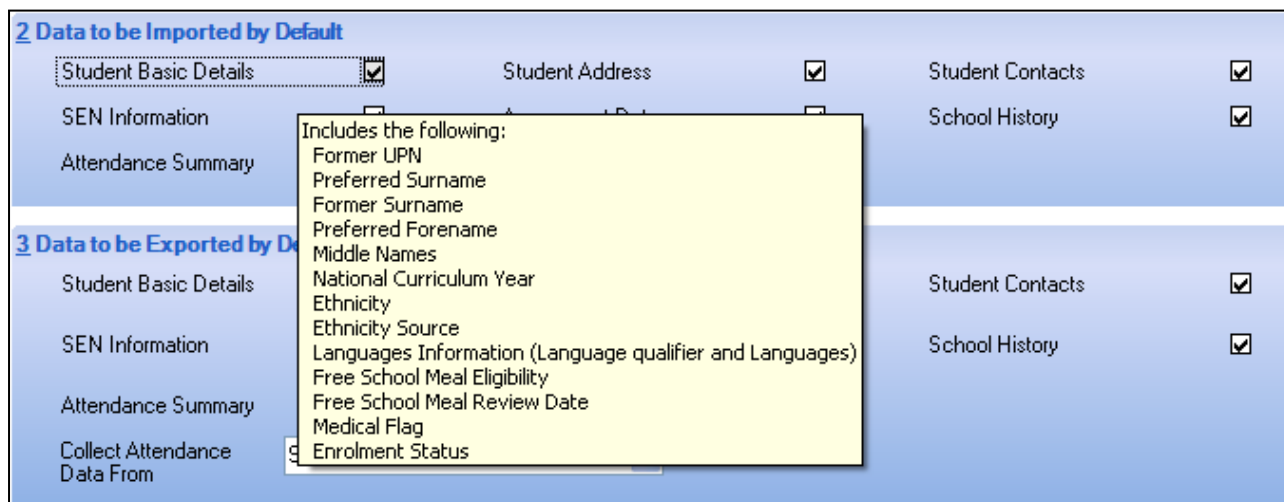


1. Specify the location of the **CTF Import Directory** (folder where files to be imported are stored prior to import) by clicking the **Browser** button in the **Directory Details** panel. Select the required folder from the **Browse for Folder** dialog.
2. Specify the location of the **CTF Export Directory** (folder where export files are stored once created) by clicking the **Browser** button in the **Directory Details** panel. Select the required folder from the **Browse for Folder** dialog.

Specifying the data to be imported by default

Specify the data that should be imported by default (if it exists in the CTF file) by selecting the required check boxes in the **Data to be Imported by Default** panel.

TIP: Hover the mouse over each check box to view a list of the data in each section as shown in the following graphic:



These default selections can be changed on an individual file basis when importing a CTF file (via the **Import CTF** page) if required.

Specify the data to be exported by default

1. Specify the data that should be exported by default by selecting the required check boxes in the **Data to be Exported by Default** panel. These default selections can be changed on an individual file basis when exporting a CTF file (via the **Export CTF** page) if required.
2. Specify where attendance data should be collected from by selecting either **Pupil** (or **Student**) **Attendance Summary** or **SIMS Attendance Module** from the **Collect Attendance Data** drop-down list.

Attendance Summary – exports data manually entered in the **CTF Attendance Summary** panel within a specific pupil/student record (in the **School History** panel).

SIMS Attendance Module – collects data from the Attendance Module records.

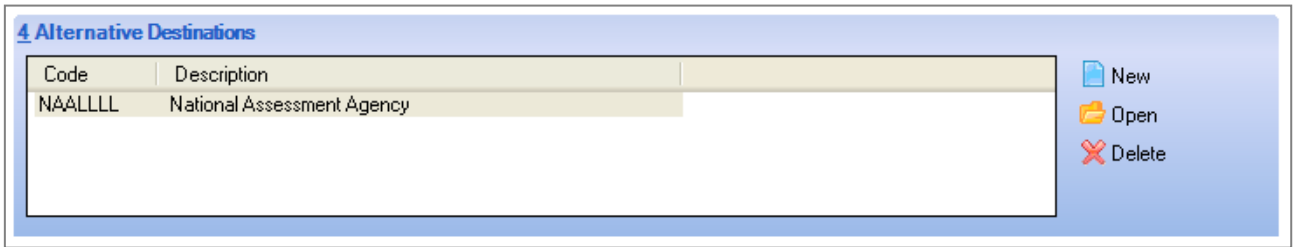
5.2. Add alternative destinations to your SIMS.net

Alternative destinations are used to create destinations other than the schools defined in your SIMS.net system. You can for example, set alternative destinations for pupil/students whose destination is currently unknown, for pupil/students moving outside the maintained sector and/or for the Qualifications and Curriculum Development Agency. Once added, the alternative destinations will appear in the **Destination LA** drop-down list when exporting a CTF.

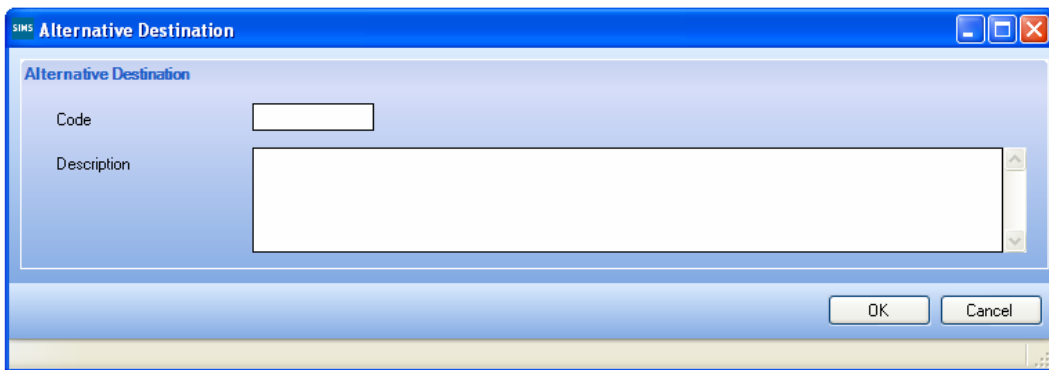
SIMS.net Homepage

Tools | Setups | CTF

Panel 4; **Alternative Destinations**



Click **New**

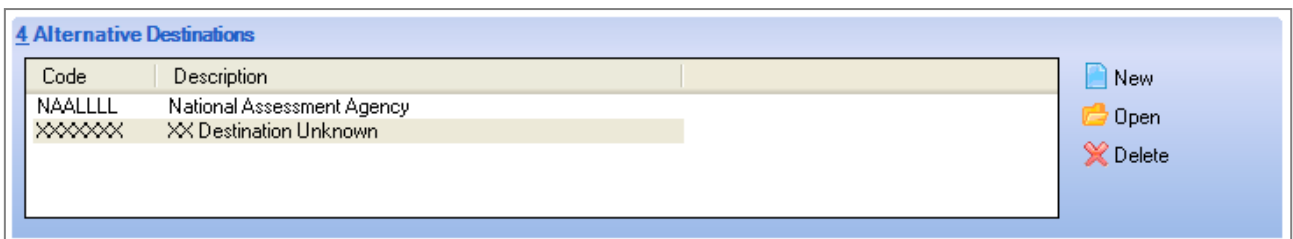


In **Code** field type relevant code from list above (for example **XXXXXXX** for destination unknown)

In **Description** type in a relevant description

To make the alternative destination easier to find in your list when creating your CTF place **XX** in front of the description (for example **XX Destination Unknown**)

Click **OK | Save**



This places your new destination in your **Alternative Destinations** panel

Log out of SIMS.net

Log in to SIMS.net

WHEN CREATING YOUR CTF

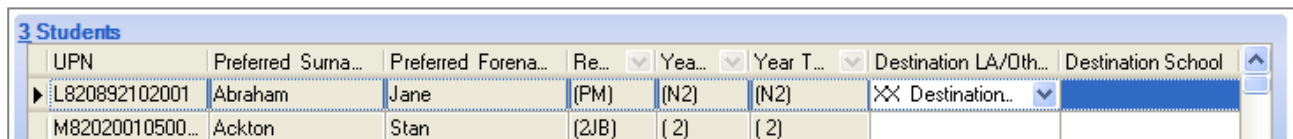
Routine | Data Out | CTF | Export CTF

Panel 3; **Students**

Select the appropriate Student

Destination LA/Other select **XX Destination Unknown**

Leave **Destination School** blank



UPN	Preferred Surna...	Preferred Forena...	Re...	Yea...	Year T...	Destination LA/Oth...	Destination School
L820892102001	Abraham	Jane	(PM)	(N2)	(N2)	XX Destination..	
M82020010500...	Ackton	Stan	(2JB)	(2)	(2)		

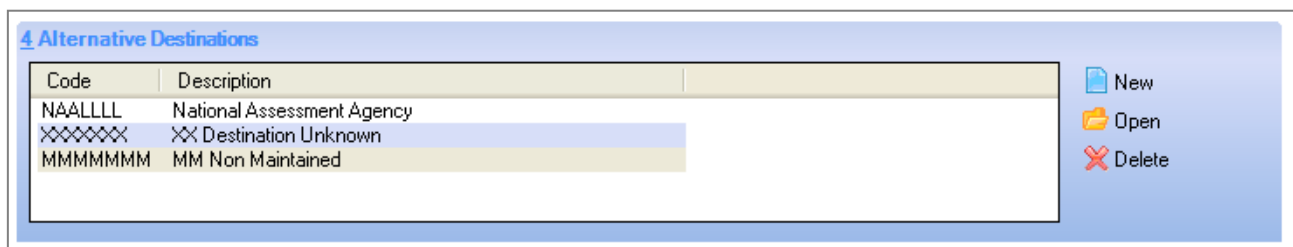
Export CTF

Upload your file to **S2S** as a CTF (see S2S guidance for details)



Examples of other codes and Alternative Destinations

MMMMMMM MM Non Maintained



Code	Description
NAALLL	National Assessment Agency
XXXXXX	XX Destination Unknown
MMMMMM	MM Non Maintained

The option for **Service Children** will already be on your system as;

Service Children's Education Authority

Under **Destination LA/Other** in **Export CTF**

6.1. Lost Pupils Database File Management

LA users with 'LA Lost Pupil' or 'LA Lost Pupil Transfer' S2S user access rights are able to initiate searches of the lost pupils database when their schools report that a pupil has arrived without a CTF.

This document provides instructions on searching and moving 'lost' CTFs only.

Search for a Lost Pupil CTF

If a pupil arrives at a school maintained by your LA without a CTF the school should contact their LA providing details of the pupil and their previous school name/location (if known). These details should be used to conduct a search of the Lost Pupils Database.

- Home
- Upload
- Download
- Reports
- Search for Lost Pupil
- Messages
- Message Templates
- Message Address Groups
- Contacts
- Change Password
- Logoff

- Select **Search for Lost Pupil** from the menu.

- Depending on what information you have on the pupil for whom you are seeking a CTF search by entering data into the spaces provided, for some or all of the following fields.

UPN

Surname

Forename

Town

Date of Birth Day Month Year

Gender

Sort Order

Surname Begins

Tick the above box to search on an exact Surname match that begins with your entered text.

If the box is not ticked, a soundalike search will be performed.

- Use the **Surname Begins** check box to search on exact text match (box checked) or 'soundalike' search (box unchecked).

Sort Order

- Date of Birth
- File Name
- Forename
- Gender
- Surname
- Town
- UPN

- Select the field you wish to sort the files by from the pull down list.
- Click **Search**.

Lost Pupil Transfer Files

You are searching for a Surname or Former Surname that begins Mouse
You have selected to sort on DateofBirth

UPN	Surname	Forename	DOB	Gender	Town	Filename
Y680203700001	MOUSE	Minney	11/06/1992	F	Wales Town	1119876_CTF_MMMMMM_001.XML

Pupil Details for selected file

LEA	School Number/Name	Former UPN	Former Surname	Middle Names	Date Uploaded
111	9876 - Wales test 1				05/04/2004

When a file is selected additional pupil details are shown for the pupil within that file:

LA Number	School Number/Name
Former UPN	Former Surname
Middle Names	Date Uploaded

- Highlight a file that matches the pupil you are searching for, check that the additional pupil details match.
- If the details match and you are sure that this pupil is on roll at a school in your LA, click Download Lost Pupil File. If the details do not match click New Search.
- When asked to confirm that you wish to download the file you will need to confirm that you have taken reasonable steps to ensure that the pupil contained in the file is on roll at a school in your LA. To download the file you will need to check the box.
- Click Yes to Save the file, selecting an appropriate location to save the file to. Click OK.
- When the file has finished downloading, click Close.
- You will be asked to confirm that the file has been downloaded correctly, if so click Yes, if not click No to return to the Lost Pupils Files screen.

TRANSFERRING THE CTF TO THE SCHOOL

Once you have downloaded the CTF you will need to transfer the file to the appropriate school.

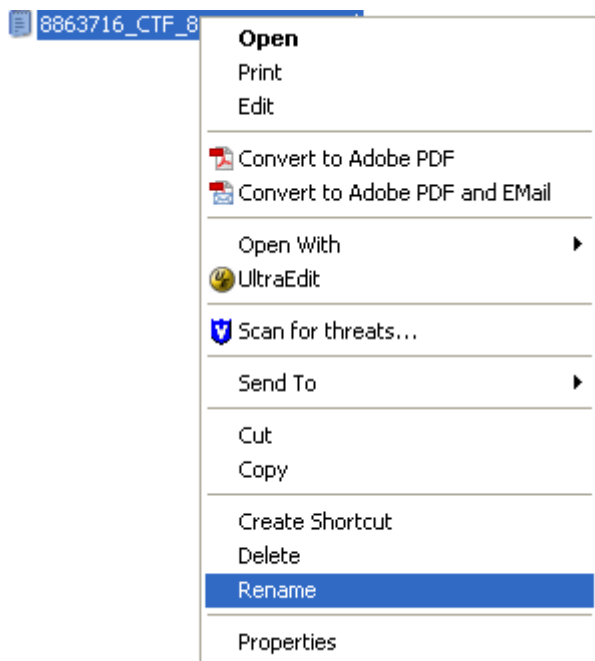
- Re-name the file so that the destination of the CTF is that of the school you are sending the file to (See Summary of File Types Page).

- Select Upload from the main menu.
- Select Upload CTF File from the sub-menu
- Click Browse
- Locate the correct CTF for upload and click Open.
- Select Upload File, a message will inform you when the file has been uploaded to the site.
- Click on your browser's back button to take you back to upload another file or select another option from the menu.

7.1. Problems with S2S

- Due to traffic on the site, schools are not receiving CTFs even though the source school has uploaded the file onto the S2S site
- As a workaround the DfE have suggested that files could be sent as a **Generic File**. Therefore, create the CTF as usual, navigate to the CTF Out folder and rename that file

Select File | Right Click | Rename



886ZZZZ_886XXXX_CTF00?.xml

Where **ZZZZ** is the source school number, **XXXX** is the receiving school number and **?** the file version number taken from the version number of that CTF.

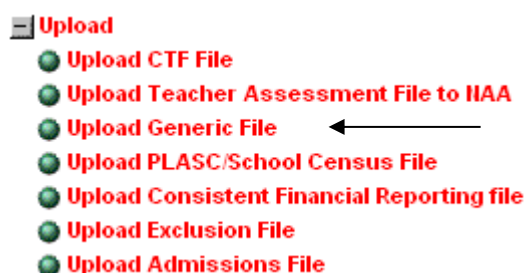
For example:

8863716_CTF_8232001_001.xml

Changes to...

8863716_8232001_CTF001.xml

- When uploading via S2S, choose the **Generic File** option (rather than the CTF option).



Use **Browse** button to locate the drive and directory where your CTF is stored

File Upload Page

Please use the Browse button to select a file for upload

The file selected must be no more than 4Mb

Select Folder & Filename:

S:\SIMS\STAR\8863716_8232001_CTF001.xml

Browse...

Upload File

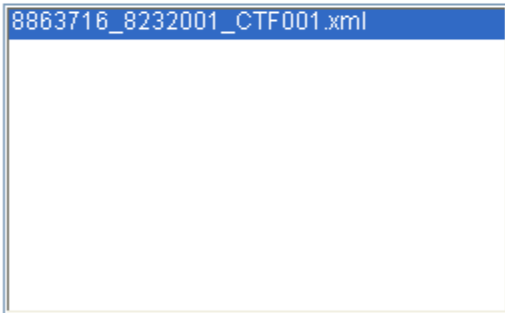
Upload File

- When downloading, the receiving school has to choose the **Generic File** option
- **Select the file | Download Generic File**

Generic Files available for download

(select a file and click on 'Download Generic file' to commence the download)

There are 2 Generic file(s) available for you to download.



If more than one file is selected then files will automatically be zipped.

Download Generic File

- Once downloaded, **has to rename the file** to the standard CTF format otherwise the file will not import into SIMS.net

For example:

8863716_8232001_CTF001.xml

Changes to...

8863716_CTF_8232001_001.xml

It is important to ensure that the last 3 digits of the CTF file name remain the same

8.1. Further Information and Contacts

- **Management Information Data Quality**

2nd Floor Invicta House, Sessions Square, Maidstone, ME14 1XX
Tel: 03000 422470 | Fax: 01622 694449

- **EIS**

The EIS Centre, Oxford Road, Maidstone, ME15 8AW
Tel: 0300 065 8888 | Fax: 01622 663591 | Email: eis@kent.gov.uk

- **S2S Service Desk**

Tel: 01325 392626

8.2. Useful Links

- **Management Information page - KELSI**

<http://www.kelsi.org.uk/school-management/data-and-reporting/management-information>

- **DfE CTF Guidance**

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datatransfers/ctf>

- **National School Searchable Database**

<https://get-information-schools.service.gov.uk/>

- **EIS**

<http://www.eisit.uk>