



Common Transfer System (CTS) and s2s User Notes for Schools Users Only

A separate guidance document is available for Local Authority users

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1. The Common Transfer (CTS): An Introduction

The s2s 'school2school' website is a secure website, which is operated by the UK Department of Education on behalf of all maintained and independent schools in England and Wales. It was set up in to enable schools to post standardised data about individual pupils (such as assessment results and attendance) to the website, for retrieval by the pupil's new school, or by a local authority (LA).

All maintained schools in Wales have a statutory responsibility to use the Common Transfer System (CTS) to transfer specific information electronically, via s2s when a pupil joins or leaves a school. In all instances a common transfer file (CTF) must accompany a child to the new school. This applies for all transfers to both in and out of county schools, independent schools, education overseas and for 'lost' pupils if their destination is unknown.

The Education (Pupil Information) (Wales) Regulations 2004 set out the requirements in relation to the Common Transfer System and Circular No 18/2006 was issued to all maintained schools in Wales reminding them of their statutory responsibilities in relation to the transfer of pupil information. For further information [The Education \(Pupil Information\) \(Wales\) Regulations 2004 \(legislation.gov.uk\)](http://legislation.gov.uk)

The system enables schools (or LAs in specific circumstances) to create an electronic file of a pupil's personal and assessment information taken from the school's existing management information system (MIS). This file can then be sent to the pupil's next school for direct import to their MIS.

The 'system' comprises two main parts; firstly, the school MIS that holds pupil data and can generate common transfer files for exchange. Secondly, a secure, web-based transfer site (s2s) where electronic data files can be safely exchanged between schools, LAs and central administration bodies.

Files are interchangeable between schools even if they use MIS software supplied by different companies.

This document gives basic guidance on the CTS, including information about how to use the secure transfer site called 'school to school' or s2s for short.

For advice and guidance specific to the MIS used in your school you should contact your usual support service.

1.1 Importance of the 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 (SEN) or details such as 'Looked After' are immediately available to the new school.

Maintaining Pupil Progress Using Prior Attainment

Another important rationale 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.

1.2 What makes up a CTF

The Education (Pupil Information) (Wales) Regulations 2004 places statutory requirements on schools in relation to maintenance and exchange of pupil information from May 2004. The regulations require schools to create an electronic file of pupil information (personal and performance) that can be sent electronically to another school when a pupil transfers.

CTF documents and co-ordinated admissions files for software suppliers of school and local authority management information systems can be found via this link:

[Common transfer file \(CTF\) and co-ordinated admissions data - GOV.UK](#)

Please follow the CTF link above for the specification and mandatory data items for the specific academic year you require, as these can change year on year.

Shown below are examples of mandatory data items required within the CTF.

School Details

- Sending School's LEA number.
- Sending School's Establishment Number.
- Receiving School's LEA Number.
- Receiving School's Establishment Number.
- Pupil School history (if available).
- Academic year.

Pupil Details

- UPN.
- ULN (if available).
- Surname.
- Forename.
- Date of Birth.
- Gender.

- Ethnic Code.
- National Identity.
- Welsh Language Ability.
- Languages.
- SEN Provision (status, primary and secondary need).
- Eligibility for Free School Meals.
- Free School Meal Transitional Protection.
- In Care Indicator.
- EAL Acquisition.
- The address where the pupil normally resides.
- A telephone number, where present.
- Surname for at least one contact person and details of their relationship to pupil for.
- An indicator that medical information exists that may be relevant to the pupil's new school.

Attendance Data – for the current or most recent academic year (include attendance history if available)

- School Year.
- Number of sessions possible (half days).
- Number of sessions attended.
- Number of authorised absences.
- Number of unauthorised absences.

The pupil's educational record should also be sent to the receiving school. Whereas the common transfer information must be transferred solely in machine readable format through the secure s2s website, a pupil's educational record may be transferred in machine readable format, in paper form or a combination of both.

1.3 How to create a CTF

CTFs are created using data already held within school MIS software, some data can be added or amended manually as part of the file creation process.

Your school MIS software has the facility to produce a CTF for exchange via the CTS. LA support units or software suppliers will be able to assist with detailed guidance or advice at local level.

The main school MIS software will have a routine that creates a CTF. If the CTF is not for transferring information from one school to another (i.e. a 'full' CTF) there should be the facility to de-select any items that are not required. In some cases there may be predefined 'partial' CTF categories that may be selected for specific transfer purposes.

A 'full' CTF must be created from the main school MIS otherwise it may not include all the necessary items and therefore would not meet the statutory requirements of transferring data from one school to another, for example it may not have up-to-date attendance information.

A CTF can also be the vehicle for transferring data to and from the LA.

1.4 When to send a CTF

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 or the destination is not known.

A CTF should be created and sent as soon as the destination is known.

In normal circumstances the pupil's CTF should arrive at their destination school at the same time as the pupil. The Regulations require that the file be transferred via s2s as quickly as possible, but no later than fifteen school days after the pupil ceases to be registered at the previous school.

A CTF can be created and sent before a pupil(s) leaves.

If the child or young person has left school without a known destination and both school and the Education Welfare Service have followed procedures and all 'reasonable efforts' to locate them have been unsuccessful, then, after four weeks, the school, in consultation with the local authority should remove the child or young person's name from its roll and create a 'lost pupil' common transfer file (CTF) with XXXXXXXX as the destination. This CTF should then be uploaded onto the s2s secure site where it will be held in the 'Lost Pupil Database' which will make it possible for LAs to track future provision and so help to ensure that children do not remain 'lost'.

Files for XXXXXXXX and MMMMMMM are loaded onto s2s in the same way as files for schools – the only difference is that these files can only have the details of one pupil to enable individual pupil information to be retrieved. These files are only visible to Local Authorities in the Lost Pupil Database.

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

A group of pupils transferring to the same school where the 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.

1.6 Where to send a CTF

Files can be exchanged between schools within Wales and to and from schools in England. Scotland and Ireland do not use the CTS.

- If you know where the pupil is moving to, the completed CTF should be sent direct to the pupil's new school by quoting the receiving school's LEA and establishment number. You will need a list of schools in Wales and England, which can be found on Establishment Finder at:

[Get Information about Schools - GOV.UK](#)

- If the pupil's destination is unknown the CTF should be sent to the Lost Pupil Database area of s2s with XXXXXXXX as the destination.
- If the pupil has left the maintained sector for an independent school, the CTF should be uploaded and sent with the code MMMMMMMM. This enables the CTF to be stored securely in a separate area of the Lost Pupil Database where it will be available if the pupil returns to a maintained school at a later date.
- Some independent schools participate in the CTF process, although most do not. It is therefore important to discuss with the independent school how they would like to receive information on a pupil if a child is transferring from a maintained school or how they can provide it to you if a child is transferring from an independent school.
- If a pupil is emigrating, or moving to Scotland or Ireland, i.e. going to a destination unable to receive a CTF, the CTF should also be sent to the destination of MMMMMMMM. This enables the CTF to be stored securely and to be available if the pupil returns to a maintained school at a later date.
- A common error when children emigrate is for schools to send their files to 703LLLL. Further information on when it is appropriate to use 703LLLL as the destination is detailed in the FAQ's section at the end of this document.
- If a child is to be educated at home, their CTF should also be sent to MMMMMMMM where it will be held in the Lost Pupil Database. Although the term 'lost' may not be accurate here, the child may return to a mainstream school at some point in the future so their information needs to be retained.
- If a pupil has been permanently excluded from your school, the school must keep a pupil's CTF while he/she is still on roll. Where a pupil is excluded permanently no CTF should be created or sent anywhere until both the school's governing body and the LA have considered any appeal. Only when an appeal has not been lodged within the specified time, or has been rejected by the LA, can the CTF then be transferred either to the establishment to where the pupil is being relocated or to the Lost Pupil Database with the destination XXXXXXXX if the next school is not yet known.

If s2s and the Lost Pupil Database are to be used effectively as a tracking tool to support the Children Missing Education agenda, it is recognised that procedures will only function effectively if **all schools in Wales** are committed to the principle that whenever a child joins or leaves a school then a common transfer file **must** accompany that child.

1.7 Receiving a CTF

When a new pupil arrives at your school you should also receive a CTF for the pupil. If they arrive without a CTF but the details of the old school are available, the new school needs to contact the old school and request they send the pupil's CTF.

Should a child arrive at a new school without a CTF and it is established that the CTF has been sent to another school, the sending school, not the receiving school, needs to contact the incorrect school to advise them of the facts. The sending school must then resend the CTF to the correct receiving school.

If a pupil arrives at a school and a CTF for that pupil does not reach the school and, for whatever reason, it is not possible to identify the pupil's previous school to request a CTF, the new school should contact their local authority s2s Administrator or Data Team to search the Lost Pupil database, as the previous school may have already sent the file to the Lost Pupil Database.

Once you have received or downloaded the CTF and confirmed that it contains the correct pupil details it can be imported directly into the school MIS. Please refer to your MIS supplier and/or LA guidance for further details on this process.

Pupils who have previously been educated outside the maintained sector in England or Wales - for example, children arriving from Scotland, Northern Ireland the independent sector or abroad - may not have a CTF. In these cases the schools should make reasonable and collaborative arrangements to obtain the pupil's educational record.

1.8 Data Protection and CTS

All new pupils arriving at a school should receive a Fair Processing Notice informing them that the school holds personal information and for what purposes it may be used.

Schools should only download a file from the s2s site if the file contains information about a pupil who is on roll at the school. The pupil's name, UPN and date of birth are visible before the file is downloaded and should be checked before download.

Where files contain details for multiple pupils, schools must be sure that they can legitimately receive information for all of the pupils. If any of the pupils are not on roll at the receiving school the file must be rejected and the sending school contacted to request a new file. Special arrangements are used during phase transfer.

1.9 Phase Transfers

During the phase transfer of pupils, for example year 6 to year 7 transfers, schools may wish to utilise a function of the s2s site that allows the transfer of pupil records to LAs. LA officers can then re-arrange the files to be sent to the pupils' next schools as part of their admissions and transfer process. LAs will have further details on this matter; schools should contact their LA to enquire about local arrangements.

In this instance files with multiple pupils that have different destination schools can be transferred. As pupils will be part of a pre-admissions group the need to confirm on roll status before accepting a CTF does not apply in this situation.

1.10 Centralised Systems

Some LAs or agencies may carry out administration functions on behalf of schools. In these circumstances it may be appropriate for schools to pass responsibility for downloading and/or uploading CTFs from s2s to the LA or agency. To comply with security and data protection requirements the school must, as a minimum, provide the LA or agency with confirmation that a pupil has arrived at the school before the file should be downloaded.

Schools that use such services will need to make appropriate arrangements with their administration providers. The LA or agency acting on behalf of a school will need to use login details appropriate to the school and it is therefore the responsibility of the school to maintain appropriate security measures if passing s2s responsibilities to a third party.

1.11 Help and Advice

For further help or advice, first you should contact your LAs MIS support team, or email the Welsh Government's mailbox on IMS@gov.wales

2. Accessing The S2s Secure Transfer Site

To log into the site enter [DfE Sign-in](#)

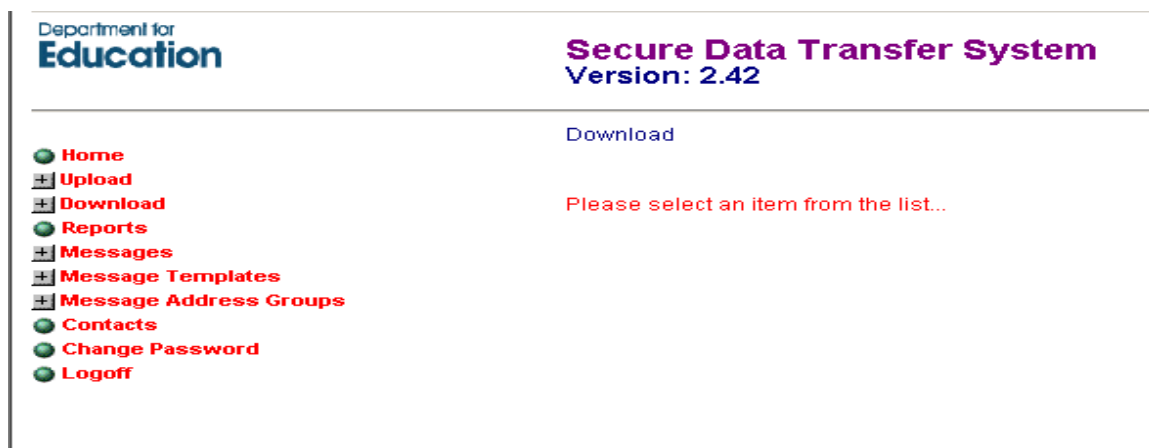
When the login screen appears enter your school **username** and **password**; both are case sensitive and care should be taken when typing them in. If you forget your login details contact your LA s2s administrator or the Welsh Government mailbox IMS@gov.wales for assistance.

Enter your school **username** and **password**; both are case sensitive, and care should be taken when typing them in.

- Click **Submit** to enter.
- To clear the boxes click **Reset**.
- NB – upon first time entry to the site you will be required to supply a new password.
- Passwords should remain confidential at all times.
- If you forget your login details contact your LA s2s administrator for assistance.
- **It may be useful to have the link to the login page stored in your Internet Explorer favourites.**

2.1 Basic Layout

Menu options available to help navigate the site are shown on the left hand side of each screen.



The screenshot shows the top of the 'Secure Data Transfer System' interface. On the left, the 'Department for Education' logo is visible. On the right, the system title 'Secure Data Transfer System' and version 'Version: 2.42' are displayed. Below the header, a vertical menu on the left lists various options: Home, Upload, Download, Reports, Messages, Message Templates, Message Address Groups, Contacts, Change Password, and Logoff. To the right of the menu, there is a 'Download' button and a red message that says 'Please select an item from the list...'.

Main Menu:

- **Upload File:** Upload files to the site.
- **Download File:** Download files that have been sent to the site by another school or user.
- **Previously Downloaded Files:** Access to CTF files downloaded in a previous session.
- **View/Remove Files:** Monitor the CTF files that have been created for other schools.
- **Reports:** Run various reports.
- **Logoff:** Logoff the s2s site.

2.2 Uploading a CTF

- Select **Upload** from the main menu.
- Select **Upload CTF File** from the sub-menu.
- Click **Browse** and locate the CTF file you wish to upload.
- Click **Open**.

NB - remember the file must have the correct destination LA and school number in the file name before it can be opened and uploaded.

for example **6812000_CTF_6684001_001.XML**

Where:

681 is the LA Number of the sending school.
2000 is the Number of the sending school.
668 is the LA Number of the receiving school.
4001 is the Number of the receiving school.

- 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.

When a CTF is uploaded, an email is sent to the destination school with details of the sending school and filename. An email is also sent to the sending school/LA confirming that the upload was successful. A final email is sent to the sending school when the destination school downloads or rejects the CTF.

A weekly email reminder is sent to the relevant schools and to LAs with a list of files not downloaded.

2.3 Downloading a CTF

If a file is waiting for you on the s2s site, you will receive an e-mail which will contain a link directly to the logon page. Once you have logged in:

- Select **Download File**.
- Select **Download CTF File**.

You will be presented with a list of files awaiting download (Fig 3). Files can only be downloaded one at a time.

Common Transfer Files ready for download

(click on column headings to change sort order)

File	Date Uploaded	Source School
1119876_CTF_1119879_002.XML	28/10/2003	Wales test 1

Pupil Details for selected file

Pupil UPN	Date of Birth	Name
Y680203700001	11/06/1992	MOUSE, Minney

- Highlight the correct file from the list. Details of the pupils included in the file will be displayed at the bottom of the screen.
- Check that the file contains information only for pupils on roll at your school, if so click **Accept**.
- If any pupils are incorrect, click **Reject** and see section 2.4 - "If you reject the CTF".

Secure Data Transfer System Version: 1.7

Confirm File Download

File Name 1119876_CTF_1119879_002.XML

Do you wish to continue?

- When asked to confirm the download select **Yes** to continue or **No** to select another file.
- Select a suitable location on your administration system for the CTF to be saved 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 it has click **Yes**, if not click **No** to return to the Download CTF page.
- The file is now ready to import into your Management Information System – please refer to your supplier's or LA guidance notes on how to do this.
- The process may be repeated as necessary.

2.4 If you reject the CTF

If the file contains incorrect data for your school, you should reject it immediately.

- Highlight the CTF you wish to reject.
- Click **Reject** on the Download CTF screen.
- You will be asked to confirm your selection. The CTF file will no longer be available to download if you reject it.
- Click **Yes** if you are sure you want to reject the CTF file. You will be asked to check the Download CTF File screen to see if the file has been removed from the list of files waiting to be downloaded.

Confirm File Rejection

File Name 6801234_CTF_1119877_001.XML

Once the file has been rejected it will no longer be available for download

Do you wish to continue?

Yes No

- An email will be sent to the sending school. You should contact the school to let them know why you rejected the file.
- Click **No** if you do not wish to continue.

2.5 Re-Downloading a CTF

Occasionally it may be necessary to re-download a CTF. For example, if the file you are expecting to see in the download list is not there it may have been downloaded already or if you encounter a problem with one of the files you have previously downloaded. To view these files:

Department for
Education

Secure Data Transfer System
Version: 2.42

<ul style="list-style-type: none"> ● Home ± Upload ☰ Download <ul style="list-style-type: none"> ● Download CTF File ● Previously Downloaded CTF Files ● Download Generic Files ● Re-Download Generic Files ● Download NCT Results File ● Re-Download NCT Results File ● Reports ± Messages ± Message Templates ± Message Address Groups ● Contacts ● Change Password ● Logoff 	<p>Download</p> <p>Please select an item from the list...</p>
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- Click on **Download**.
- Then select **previously Downloaded CTF files** from the menu.
- You should see a list of all the files you have previously downloaded which can be ordered by filename, download date or name of source school by clicking on the relevant heading.
- To re-download a file, highlight it, click the **Re-Download File** button, then follow the instructions detailed in section 2.3 **Downloading a CTF**.
- Files will be automatically removed from the **Previously Downloaded Files** list after 15 days.

2.6 View/Remove Files

This option enables you to manage the CTF files that you have placed on the site for other schools by allowing you to view them and delete them. It includes files that have been rejected by the receiving school and files that have not yet been downloaded or rejected by the receiving school. You should use this option when you have resolved issues on rejected files, removing them from the list when new files have been sent in their place. You can also monitor files that have not been downloaded, checking that the pupil has safely arrived at their destination school; if they have not you should re-send their file to the Lost Pupils Database as destination unknown.

- Select **View/Remove Files** from the menu. Click on the radio buttons to change the screen between **Files for Collection** and **Rejected Files**.
- Select the file that you wish to remove from the list (for the selected file pupil information will be shown at the bottom of the screen).
- Click **Remove** to delete this file from the site.
- You will be asked to confirm that you wish to remove the file.
- Click **Yes** to return to the **View/Remove File** - the file will no longer be listed.
- Click **No** to return to the **View/Remove File** screen - the file will still be listed.

2.7 Reports

There are several reports detailed below that will help you manage use of the s2s site and the CTS process.

- Home
- ≡ Upload
- ≡ Download
- Reports
- ≡ Messages
- ≡ Message Templates
- ≡ Message Address Groups
- Contacts
- Change Password
- Logoff

Report Selection

Please choose a report from the list below

- General Usage/Volume Report
- Generic / Other file movements
- School Report
- Base User Report

General Usage/Volume Report

A summary of the number of CTFs uploaded, downloaded, awaiting download or rejected by the school. The report also details the number of pupil records contained in the files.

Generic/Other File Movement Report

A summary of generic zip files and PLASC files uploaded and downloaded by the school.

School Report

A detailed report of CTFs sent and received by the school.

3. Using the Secure Messaging Service

All schools are able to send and receive messages.

The secure messaging option has three menu choices:

- Messages
- Message Templates
- Message Groups

- ≡ Messages
 - View/Delete Messages
 - Send Message
 - View Sent Messages
- ≡ Message Templates
- ≡ Message Address Groups

3.1 Viewing your messages

If you have any new messages to view, you will get a message in the top right hand corner of the screen when you log on, as shown below:

- Home
- ± Upload
- ± Download
- Previously Downloaded Files
- Reports
- Search for Lost Pupil
- ▣ Messages
 - View/Delete Messages
 - Send Message
 - View Sent Messages
- ± Message Templates
- ± Message Address Groups
- Contacts
- Change Password
- Logoff

Click **Messages**, and then choose **View/Delete Messages**

The following screen will then appear, showing who the message is from, when it was sent, and what the message is about.

To view a message, click on it to highlight, and then click **View**.

Your Received Messages

Messages in red text have not been read. These will be deleted after: 31 days.

Messages in black text have been read. These will be deleted after: 14 days.

Click on a heading to re-order the message list.

From	Sent Date	Description
394 Sunderland - LEA User	19 Aug 10	MISSING CHILD
394 Sunderland - LEA User	19 Aug 10	MISSING CHILD
662 Conwy County Borough	18 Aug 10	Conwy Missing Pupil Searc
662 Conwy County Borough	18 Aug 10	Conwy Missing Pupil Searc
800 Bath and NE Somerset	17 Aug 10	Missing Pupils: Bath & No
352 Manchester - LEA Lost	17 Aug 10	Child Missing Education
352 Manchester - LEA Lost	17 Aug 10	Child Missing Education
865 Wiltshire - LEA Lost	13 Aug 10	Request info on our Lost

View Message:

View

Delete Message:

Delete

You can then choose to print, reply to, or delete the message.

Messages are deleted after 31 days if not read and 14 if read.

3.2 Sending a message

You can use a template, adding additional text as necessary, or you can start from a blank template. The message may be sent to individual users (e.g. a school) or to groups of users (e.g. several LAs). When a secure message is issued the system will send an email to the recipient to notify them that a secure message has been sent. The system is available to enable secure delivery of sensitive information where email may not be appropriate.

3.3 Setting up the recipients

Choose **Send Message** from the menu on the left. You will be given the option to choose a template (templates are covered in more detail later on in these instructions). You can preview these templates before deciding whether to use them - just click the **Preview** button.

Please select a Template

Template Name	Description	Owner
Blank Message	:	:
All Welsh Authorities	:All Welsh Authorities - please read	:Wales
CTF Request	:To request a CTF for a pupil	:All

Preview selected template

Use selected template

If you do not wish to use a template, select **Blank Message**, and click **Next**. This screen allows you to choose the recipients of your message.

3.4 Sending a message to other schools

You can also send a message to a school. If you know the LA and DCSF numbers of the school, you should enter them in the boxes at the bottom of the page (these can be found on www.edubase.gov.uk). Then click **Add school details to recipient list**. If you do not know these details, then first you need to select the LA:

If you wish to message a school then select the schools LEA from the list below.
Then select the school you want from the list of schools.

676 Caerphilly County Borough Council

676 2382 - Aberbargoed Primary School
676 2264 - Abercarn Primary School
676 2312 - Abertyswg Primary School
676 4444 - Active Pathways
676 2079 - Argoed Primary School
676 4093 - Bedwas High School

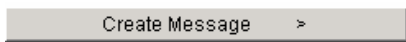
Or enter the school details below

LEA No: School No:

When you have done so, click **Populate School List** and all the schools in that LA will appear in the box below:

Highlight the school (or schools) you want and click **Add selected school to recipient list**.

Once you have selected the recipients, you should click



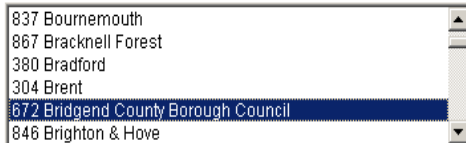
at the bottom right of the screen.

3.5 Sending a message to an LA

Below the Message Group option you will see the following:

... Or select up to 10 users from the lists below as recipients.

Select from here if you would like to message an LEA

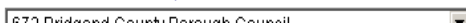
A dropdown menu with a white background and a grey border. It contains a list of LEA names: "837 Bournemouth", "867 Bracknell Forest", "380 Bradford", "304 Brent", "672 Bridgend County Borough Council" (highlighted in blue), and "846 Brighton & Hove".

Now select the type of user from that LEA

A dropdown menu with a white background and a grey border. It contains a list of user types: "LEA User" (highlighted in blue), "LEA Lost Pupil User", and "LEA Administrator".

Add selected LEA to recipient list >

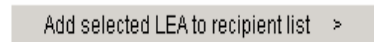
If you wish to message a school then select the schools LEA from the list below.
Then select the school you want from the list of schools.

A dropdown menu with a white background and a grey border. It contains a list of schools, with "672 Bridgend County Borough Council" visible at the top.

Message Recipients


672 Bridgend County Borough Council - LEA Lost Pupil User
672 Bridgend County Borough Council - LEA User

Once you have made both those selections, you should click



and the selection will appear in the **Message Recipients** box.

Due to different local arrangements regarding monitoring messages, it is advisable to select both LEA User and Lost Pupil Administrator.

Once the recipient has been selected, click .

3.6 Composing your message

The message screen will appear showing the template you selected – in the picture below “blank message” was selected:

Send Message

From User Level: **LEA User:** or **LEA Lost Pupil User:**

To: 672 Bridgend County Borough Council - LEA User; 675 Merthyr Tydfil County Borough Council - LEA User; 676 Caerphilly County Borough Council - LEA User; 677 Blaenau Gwent County Borough Council - LEA User;

Description:

Text:

Print Message:

Cancel:

Send Message:

Enter your message and when you have finished click .

You can also print your message, but be aware that if you wish to, you need do this before you send it.

To view the messages you have sent, click **View Sent Messages** in the menu. This will also tell you how many LAs have yet to read your message.

3.7 Creating a message template

To view, copy or edit templates that already exist, click on **View/Copy/Update Template**. Highlight the template you wish to work on, and click **View**. You can then edit the template as you require.

To add a template, click on **Add Template**

Message Template


Template Name:

Description:

Text:

The **Text** should contain the generic text which you will use each time you send this message – e.g. a request for a CTF.

When you have completed all these fields to your satisfaction, click **Add** and your template will be saved.

Finally, to **Delete** a template, click on  **Delete Template** . This takes you to a very similar screen to the **View Templates** one but when you select one of the templates (by highlighting and clicking **View**), your options are:

Delete this Message Template:	<input type="button" value="Delete"/>
Return to previous screen:	<input type="button" value="Back"/>

NB: Once a template is deleted, it cannot be restored.

For all secure messages, an email is sent to a LA/school to inform them that a message has been sent.

4. Logging off the site

It is very important that you log off after each session on s2s.

Select **Logoff** from the menu and click the **Logoff** button.

You have now finished your session on the s2s secure transfer website.

The site has a timeout whereby you will be logged out after a period of inactivity; you will need to login again to continue.

5. Frequently Asked Questions and Answers about s2s and the Lost Pupil Database

Q1 I've forgotten my password - how do I access the s2s Website?

A Before you can enter the website you will need to log on using your username and password. If you have any queries regarding your password, in the first instance contact your Local Authority. If your contact is unavailable, you can alternatively contact the Welsh Government e-mail IMS@gov.wales

Q2 Who is responsible for initiating the CTF process?

A The statutory responsibility lies with the school sending the CTF. When the destination is known, the file should be sent directly to the new school via the s2s website.

Q3 A pupil has arrived at my school without a CTF and their previous school is not known; what should I do?

A Please contact your local authority's s2s administrator or Data Team who will be able to search the Lost Pupil Database to try and find a matching record and forward it to your school. School users cannot search this database.

These files are only visible to Local Authorities in the Lost Pupil Database.

Q4 What if I know their previous school?

A If a pupil arrives at a new school without a CTF but the details of the old school are available, the new school needs to contact the old school and request they send the pupil's CTF. If you know there that there has been a significant gap between leaving their old school and joining your school, it is advisable to go via your local authority s2s Administrator or Data Team to search the Lost Pupil Database in the first instance, as the previous school may have sent the file to the Lost Pupil Database. If the old school creates and sends a duplicate file (without a check against the Lost Pupil Database), the original file will remain in the Lost Pupil area and that pupil will still be considered to be 'lost'. If no match is found, you can then contact the previous school to forward a CTF.

Q5 I don't know the school that a pupil is going to but know the destination of the local authority. Can I send the CTF to them?

A Sending CTF files addressed to Local Authorities (LLLL) for pupils that have left your school is a practice that is discouraged. Local Authorities are unable to identify which pupil the CTF file contains, and they are left uncollected by most authorities. The pupil may also not actually arrive in that local authority. We ask that if you are not certain of the destination school to send the pupil's CTF to the lost pupil area with the code XXXXXXXX.

Q6 Where a pupil goes missing from school, how long do we have to investigate before uploading a CTF to the Lost Pupils Database on the s2s website?

A Although the Education (Pupil Registration) Regulations 1995 state that a pupil can be deleted from the school roll after 20 school days, there is a clear responsibility that this is properly investigated, and all reasonable enquiries undertaken by the school and the Education Welfare Service (to whom a referral should always be made if a child/family have gone missing). Once all steps have been followed and the school should then upload their CTF to the Lost Pupils Database with the code XXXXXXXX.

Q7 Where should I send a CTF if the pupil is going to an independent school?

A Some independent schools participate in the CTF process, although most do not. It is therefore important to discuss with the independent school how they would like to receive information on a pupil if a child is transferring from a maintained school or how they can provide it to you if a child is transferring from an independent school.

There is a 'school lookup' and 'establishment finder' facility on: [Get Information about Schools - GOV.UK](#)

If, however, they do not participate in the CTF process, the CTF should be uploaded and sent with the code MMMMMMMM. This enables the CTF to be stored securely and to be available if the pupil returns to a maintained school at a later date.

Q8 Where should I send the CTF if a pupil is emigrating i.e. going to a destination unable to receive a CTF?

A Using the s2s website, upload a CTF to the destination of MMMMMMMM. This enables the CTF to be stored securely and to be available if the pupil returns to a maintained school later.

A common error when children emigrate is for schools to send their files to 703LLLL.

Q9 So when can I use 703 or 703LLLL?

703 is the number used by British Overseas Establishments. There are 440+ listed. **Please do not send CTFs to 703 LLLL** as this is not a monitored destination and the file will never be downloaded. 703 should only ever be used with a school number preceding it. Please check if the destination school is listed and send directly for e.g. The British School in Bahrain = 703 6304. If the school is not listed, then send the pupils CTF to MMMMMMMM.

Q10 Where do I send CTFs for children whose parent(s) are serving with the Armed Forces?

A 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.

The LEA number is 702. The service schools are listed on [Get Information about Schools - GOV.UK](#). Alternatively, upload the CTF to 702LLLL if you do not know

the specific service school that the pupil is going to and the Service Children's

Authority will distribute the file to the correct school.

Q11 Where do you send a CTF if a child is to be educated at home?

A The CTF should be sent to the same destination as for pupils going to independent schools or abroad (MMMMMMMM). Their educational records will be held here as the child may return to mainstream education at a later date.

Q12 A pupil has been permanently excluded from my school, what should I do with their CTF?

A The school must keep a pupil's CTF while he/she is still on roll. Where a pupil is excluded permanently no CTF should be created or sent anywhere until both the

school's governing body and the LA have considered any appeal. Only when an appeal has not been lodged within the specified time, or has been rejected by the LA, can the CTF then be transferred either to the establishment to where the pupil is being relocated or to the Lost Pupil Database.

Q13 I have a year 11 pupil for whom I don't know their destination upon leaving school, should I upload their CTF to the Lost Pupil Database?

A No. Further education establishments do not use the Common Transfer System.

Do not upload a CTF to the lost pupil area if a pupil is over 16 and has left with an unknown destination. If the pupil arrives in another 6th form the receiving school can request this from you.

Q14 Are there any circumstances when I shouldn't send a CTF when a pupil leaves my school?

A There may be exceptional circumstances when the transfer of pupil data to a new school is not in the best interests of the pupil or their family; for example, a family fleeing violence or involved in a Witness Protection scheme and who do not want the previous school to know where they have gone. In these cases the school should seek the advice of the external agencies involved in the relocation of the pupil such as Social Services, Child Protection Officers, Police, LA contacts etc.

Q15 Can I send multiple pupils in one file to the Lost Pupil Database?

A No, a CTF sent to the Lost Pupil area should contain details of only one person to enable individual pupil information to be retrieved.

Q16 Is the CTF process just for Welsh schools?

A No, this system is used by all schools and local authorities in England as well and has been set up by the Department for Education. You can therefore transfer a pupil's CTF via the s2s website to any maintained school in England and Wales.

To obtain further details about the school to which you are transferring a CTF (including LA and school numbers), please use the 'school lookup' and 'establishment finder' facility on the:

[Get Information about Schools - GOV.UK](https://www.gov.uk/get-information-about-schools)

You can search for a school's details using different search criteria, e.g. part of the school name, or the area/county.

However, Scotland and Ireland do not use the CTS and if pupils leave for these destinations the CTF should be uploaded and sent with the code MMMMMMMM.

Q17 A file I sent to a school has come back as rejected by that school, what should I do now?

If the file is rejected as the child has failed to arrive at that destination, the child should now be treated as being missing from education. Their CTF should be uploaded to the 'Lost Pupil' area using the code XXXXXXXX. Education Welfare should also be informed.

Q18 What happens if I send a file to a school but it turns out to be the wrong school and the file has not been rejected. Can we send another?

A Yes - send again to the correct school and remove the original file from the site if it has not already been downloaded. If the original file has already been downloaded it is the responsibility of that school to make sure they completely remove details from their system of any pupils not on roll. This practice is important to comply with Data Protection guidance.

Q19 What should I do when a pupil is re-admitted into his/her former school?

A If a pupil is re-admitted into an 'old' school, their current CTF should be downloaded from s2s and imported into the school's MIS. Although a school may have retained a pupil's information after they have left the old school, it is best practice to download the most recent CTF as this may be more up to date. Even if a school already holds a record for the pupil and that record is 'live' (i.e. on roll), then importing the CTF should simply update the record rather than duplicating it. If the previous record for the pupil was correctly marked as a leaver then there should not be a problem with duplicate UPNs. However, if there is a duplicate UPN issue you should log a call with your support unit to resolve the problem.

General Questions – CTFs

Q20 A CTF is often incomplete/ inaccurate (e.g. old address data), so do they need to be imported?

A Yes as assessment data and other information, e.g. ethnicity, SEN etc will be included. Remember the CTF will look for a matching record in your system using the UPN number, if one is not found a new record will be created.

Q21 I already have all the pupil data in my MIS, does the CTF still have to be downloaded?

A The CTF will sit on the S2S website until it is downloaded. Schools have a responsibility to download the pupil CTFs sent to the school. The file should be downloaded, but does not have to be imported into your MIS. However, schools should be obtaining pupil information through the CTF process and not recollecting from parents and manually entering the data. Automatic reminders from the s2s website will continue to be sent if files are not downloaded.

Q22 CTFs are not received early enough from primary schools - can they be sent earlier?

A Yes, a CTF can be sent as soon as you are aware that the pupil will be attending your school. Basic pupil details can be sent in one CTF and then another CTF sent later, containing assessment details. CTFs can be requested from schools

at any point and once requested, the sending school has 15 days to forward the CTF to the destination school. CTFs can be requested if they are not received promptly (phone or send a secure message via the s2s site).

Q23 My files don't have a file extension when I view them in Windows Explorer – why?

A Windows has a default whereby the file extension is not shown. You can alter your settings in Explorer or view the file properties to view the file extension.

Q24 Are there any limits on the size of file we can send on s2s?

A **No**, there are currently no limits on file size, and there are unlikely to be any in the future.

Q25 Some of my user account details are incorrect, how can I change them?

A Contact your LA s2s Administrator.

Q26 I have a question about the LPD/CTS/s2s but it isn't listed here.

A Either contact your LEA Administrator for assistance or email us at IMS@gov.wales. We will update the Q&A from time to time and LA Administrators are encouraged to let us know of any queries they feel should be added.

Appendix 1

Definition of Terms

CTS – The Common Transfer System

The system that enables schools and LAs to exchange pupil level information, electronically when a pupil changes school. CTS incorporates school MIS software and the secure transfer site, offering a full transfer system.

CTF – The Common Transfer File

The electronic data file, containing pupil data that moves from school to school via the CTS.

s2s – The school to school secure transfer site

A transfer site which can be used by schools and LAs to exchange pupil and other specified files.

Lost Pupils Database

A secure area of s2s where pupil files will be sent and stored when the pupil's destination is not known or the pupil has moved out of the maintained sector.

MIS – Management Information Systems

Software used to enter, store, and use management information, including pupil data, within schools.

Sending school

The school creating the CTF when a pupil leaves that school.

Sending LEA

The LEA responsible for maintaining the 'sending school'.

Receiving school

The school that the pupil is moving to.

Receiving LEA

The LEA responsible for maintaining the 'receiving school'.

Establishment Number

The seven digit number that uniquely identifies each school; this is made up of the 3 digit LEA number followed by the 4 digit school number.

Upload

The term used to refer to the process whereby a CTF is sent, by the 'sending school' to the 's2s' website.

Download

The term used to refer to the process whereby a CTF is transferred from the 's2s' website to the 'receiving school'.

Summary of File Types

Appendix 2

Files can only be transferred via s2s if they have a correctly formatted file name, including details of sending and receiving LEA/Establishment numbers and a correct file extension. The table below shows valid file names for the possible transfers between users. Please note that the Generic Zip File requires manual naming of the file, CTFs generated using commercial MIS software will automatically be given a corrected format file name and extension during the export process.

File Type	Valid Formats	Source	Destination	Notes
Common Transfer Files	1112222_CTF_3334444_NNN.XML 1112222_CTF_MMMMMMM_NNN.XML 1112222_CTF_XXXXXXX_NNN.XML 1112222_CTF_333LLLL_NNN.XML 333LLLL_CTF1112222_NNN.XML	School School School School LEA	School Lost Pupils (outside maintained sector) Lost Pupils (destination unknown) LEA School	Where: 111 equals source LEA number 2222 equals source school number CTF is a constant 333 equals destination LEA LLLL is a constant 4444 equals destination school number MMMMMM equals a school type other than LEA maintained XXXXXXX indicates unknown destination details NNN is user generated file number
Generic Files	1113333_2224444_FFT15.ZIP 1113333_222LLLL_FFT15.ZIP 222LLLL_1113333_FFT15.ZIP	School School LEA	School LEA School	Where: 111 is the source LEA number 3333 is the source school number 222 is the destination LEA number LLLL is a constant 4444 is the destination school number FFT15 is variable text up to a maximum of 15 characters with no spaces