



## Management Information

# CTFs

## Preparation and Guidance for SIMS.net Schools 2010

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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 DCSF 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.

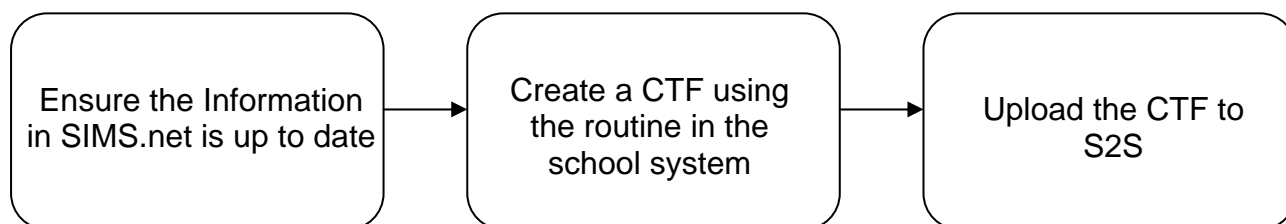
- **Non-maintained Special Schools, City Technology Colleges and Academies**  
Many of the above establishments have MIS (Management Information Systems) that are compatible with mainstream LA schools and it is therefore important that children moving to these schools/colleges/academies are not disadvantaged 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 DCSF 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).

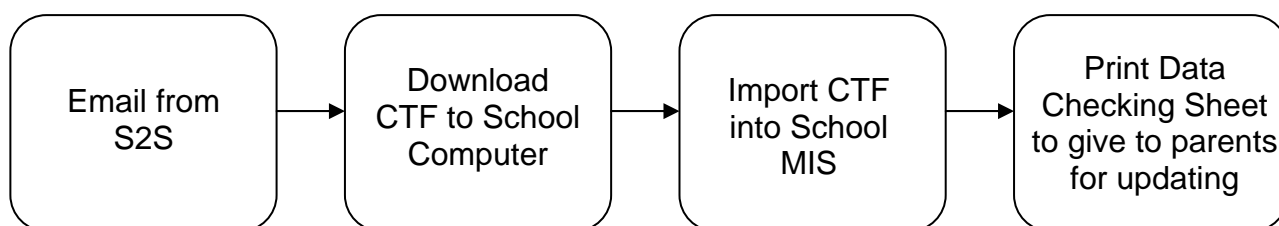


### **When a pupil(s) joins your School**

Schools are notified by email if there is a CTF waiting for them to download from the DCSF 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 handbook on the Teachernet website: <http://www.teachernet.gov.uk/S2S>
- Details of all schools including Independent schools numbers can be found on the website: <http://www.edubase.gov.uk/>

## 2.1. Exporting Common Transfer Files

1. Select **Routines | Data Out | CTF | Export CTF** to display the **Export CTF** page.
2. 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.
3. 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**.

The screenshot shows the '2 Student Options' panel. The 'Effective Date' is set to 11/12/2009. The 'View' dropdown menu is open, showing options: 'Current students', 'Leavers this year' (highlighted), 'Leavers previous years', 'Current and Leavers this year', and 'All'. To the right, there is a checkbox for 'Include students already exported' and a 'Refresh Students' button. Below this is the '3 Students' table with columns: UPN, Preferred Surname, Year Grp, Year Taught, Destination LA/Other, and Destination School. The first row shows UPN L820892102001 and Preferred Surname Abraham.

4. 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.

Pupil/students who have already been included in previously created CTFs will not appear in the list by default. If you wish to include these pupil/students, select the **Include Students Already Exported** check box.

The screenshot shows the '2 Student Options' panel. The 'View' dropdown is set to 'Current students'. The 'Include students already exported' checkbox is checked. An arrow points to this checkbox.

5. Click the **Refresh Students** button to update the list of pupil/students displayed.

The screenshot shows the '2 Student Options' panel. The 'View' dropdown is set to 'Leavers this year'. The 'Refresh Students' button is highlighted with an arrow.

6. 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	(3TD)	(3)	(3)		
B820200105002	Affleck	Alexis	(2GH)	(2)	(2)		
Z820200105076	Agathocleous	Joe	(3CB)	(3)	(3)		
E820200102001	Ahmad	Arfa	(5BB)	(5)	(5)		
E820200104003	Ahmad	Carina	(3TD)	(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.

- 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

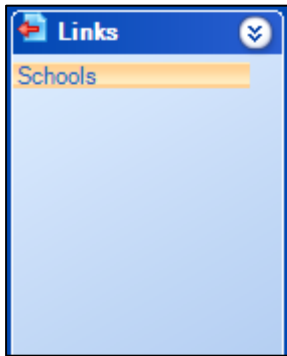
- The CTF file can now be sent to the recipient by S2S

## 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

Name	LA number
Medway	887

Click on the magnifying glass against the LA field

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

Name	LA number
Medway	887

**Highlight the LA** and click **OK**

Type in the DCSF number of the destination school in the **Establishment Number** field (If you do not know these details you can find them on [www.edubase.gov.uk](http://www.edubase.gov.uk))

**Save**

## 2.2. Importing Common Transfer Files

1. Select **Routines | Data In | CTF | Import CTF** to display the **Import CTF** page.
2. 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"/>		

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

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

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

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

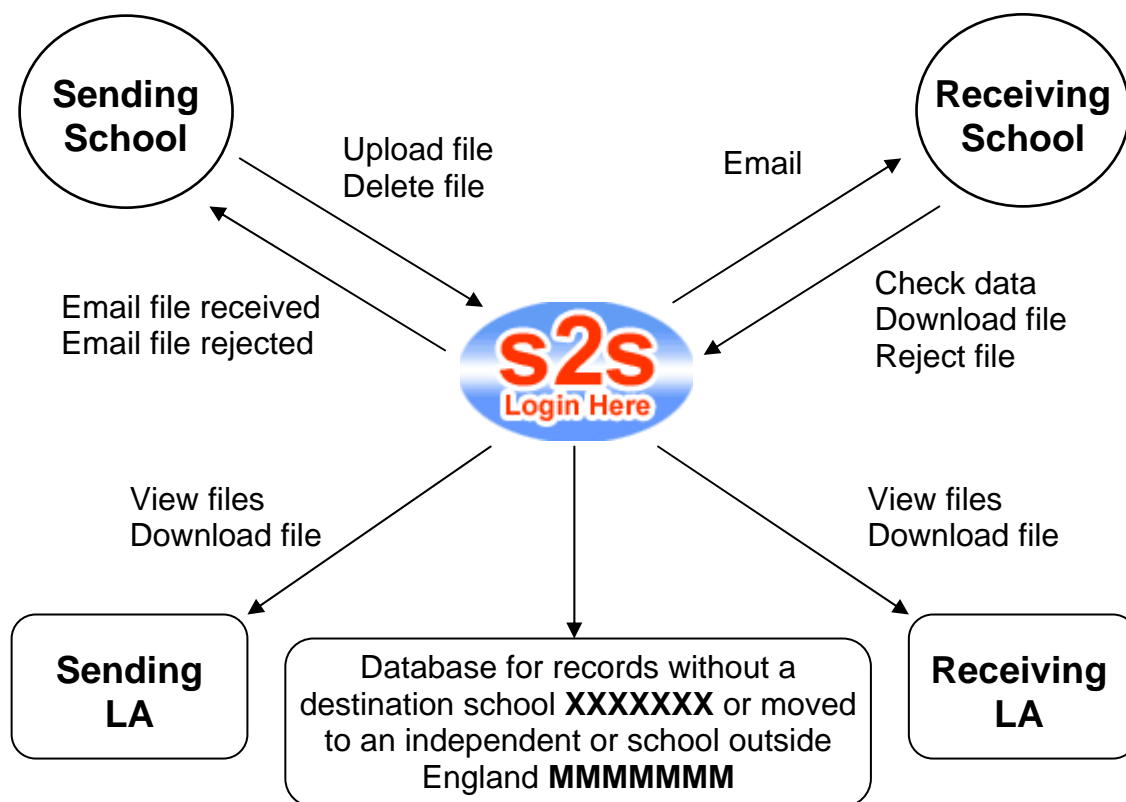
**NOTE:** If a CTF file import includes data relating to an existing pupil/student, their data will not be updated if the system detects that it already exists. These data exceptions are written to the **Import Exception Log** (on the **Import CTF** page) where the details can be viewed.

UPN	Preferred Surname	Preferred Forena...	Gender	Date of Birth	Error Description
K886371605001	BALZAN	Luke	M	25/09/2000	Details of previous schools are not present in the CTF file Unable to import Student Contacts as none found in the Unable to import Student Addresses as none found in the

### 3.1. Using the DCSF website S2S

Full details for using S2S can be found in the Handbook available on the Teachernet website <http://www.teachernet.gov.uk/S2S>

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



## 3.2. Uploading a CTF

<http://www.teachernet.gov.uk/s2s>

Click on **Logon**

### Login

Please enter your username and password in the boxes below and press Submit

Username:

Password:

Enter **ID & Password** (If these have been forgotten or lost you can either contact Management Information or the S2S service desk on 01325 392626).

Click on **Upload**

Click on **Upload CTF File**

#### Upload

- Upload CTF File ←
- Upload Teacher Assessment File to IAA
- 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 DCSF Number of the sending school

886 is the LA number of the receiving school

4001 is the DCSF number of the receiving school

### Common Pupil Transfer File Upload Page

Please use the browse Button to retrieve files for upload

Select Folder & Filename:

Click **Upload File**

### 3.3. Downloading a CTF

Using the Internet, access S2S web site by typing in [www.teachernet.gov.uk/S2S](http://www.teachernet.gov.uk/S2S)

Click on **Logon**

Enter **ID & Password** (If these have been forgotten or lost you can either contact your LCSP Rep. or the S2S service desk on 01325 392626).

Click on **Download | Download CTF File**

- Download
- Download CTF File ←
- Previously Downloaded CTF Files
- Download Generic Files
- Re-Download Generic Files
- Download ICT Results File
- Re-Download ICT 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

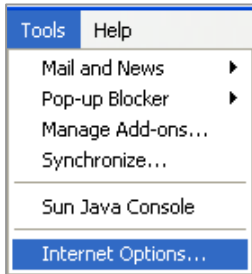
For Downloading; click on **OK** to confirm the download

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

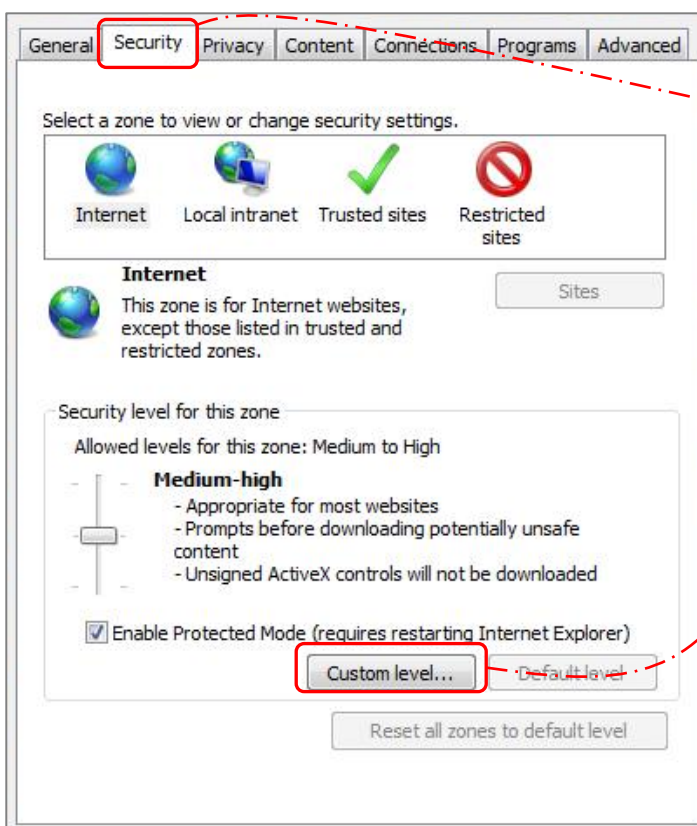
Import the CTF into your SIMS.net (See **2.2. Importing Common Transfer Files** page 9)

### 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.

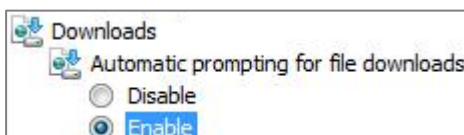


- Open **Internet Explorer**
- Click **Tools | Internet Options**



- 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 DCSF Number of the sending school

802 is the LA number of the receiving school

4001 is the DCSF 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**

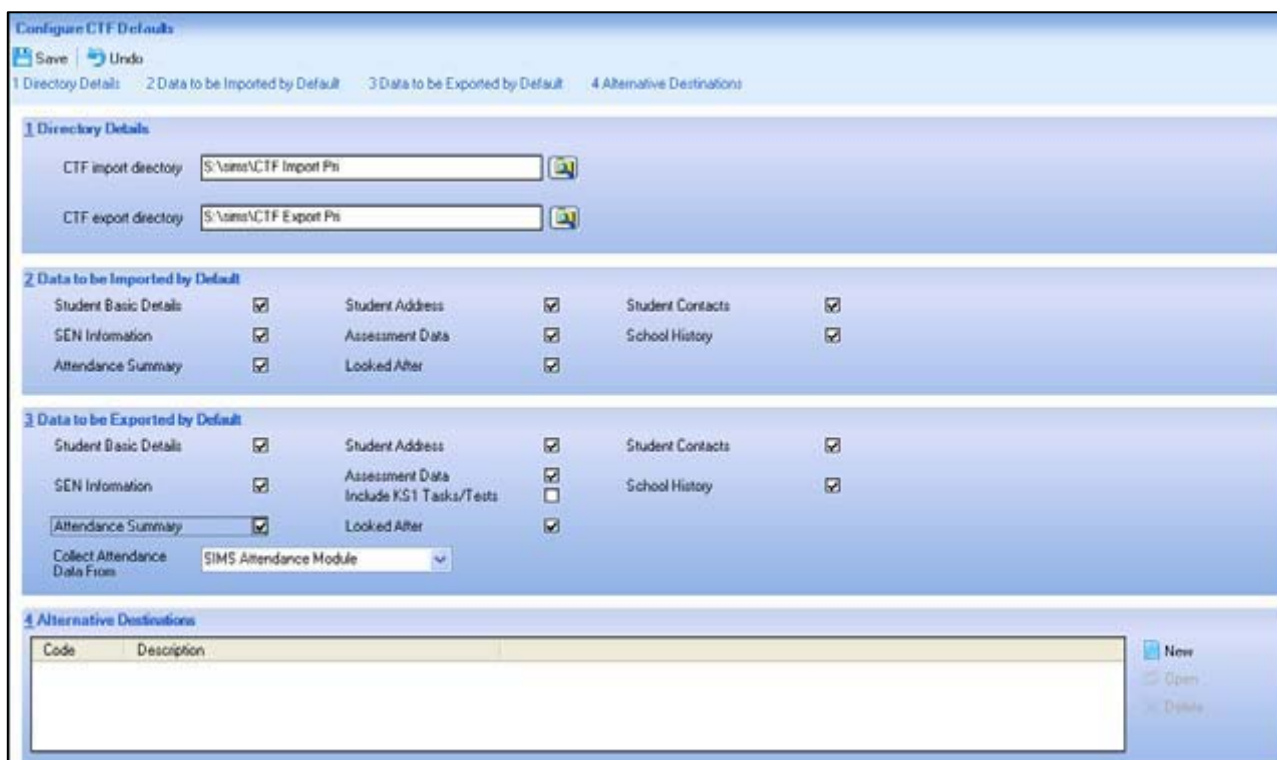
**\*\*See 5.2. Add alternative destinations to your SIMS.net** (page 17) to see how to add these to SIMS

## 5.1. How to Set CTF Configuration Defaults

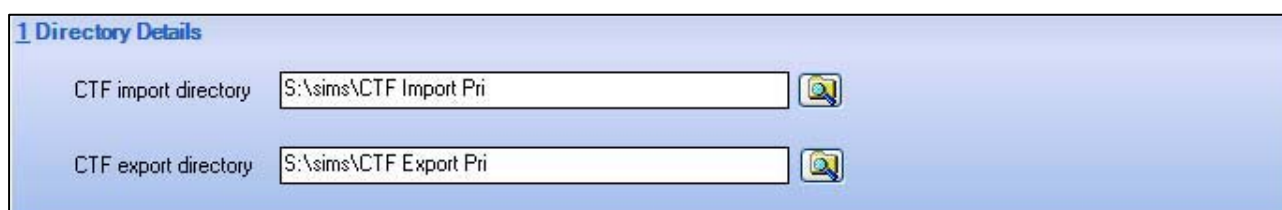
CTF configuration defaults must be set up before CTFs can be imported or exported. This includes setting the import/export directory details, specifying the data to be imported/exported by default in addition to adding any required alternative destinations. These enable the export of CTFs for pupil/students 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

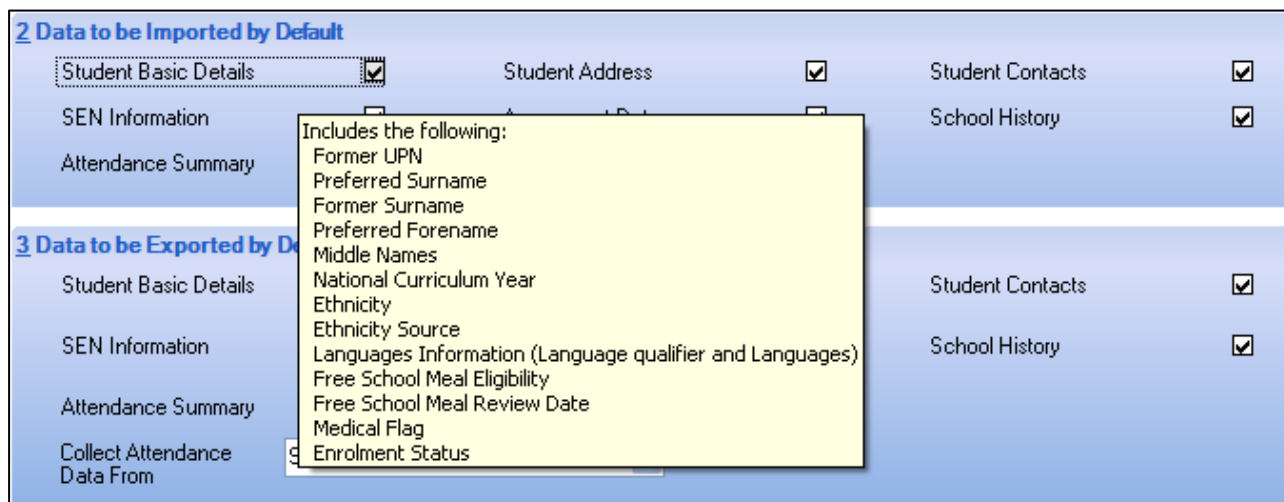


1. Specify the location of the **CTF Import Directory** (folder where files to be imported are stored prior to import) by clicking the **Browser** button in the **Directory Details** panel. Select the required folder from the **Browse for Folder** dialog.
2. Specify the location of the **CTF Export Directory**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

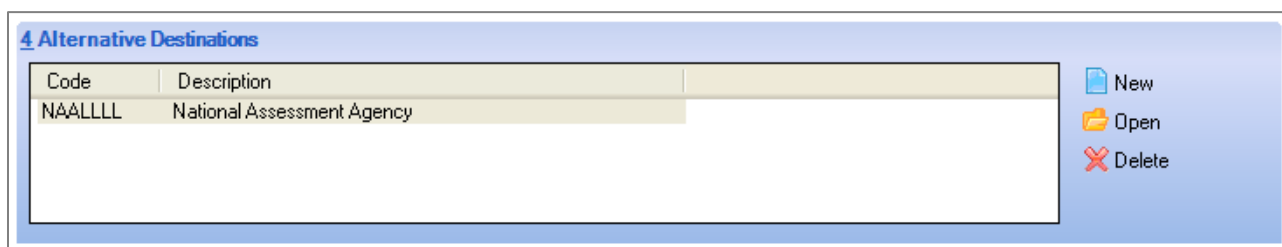
## 5.2. Add alternative destinations to your SIMS.net

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.

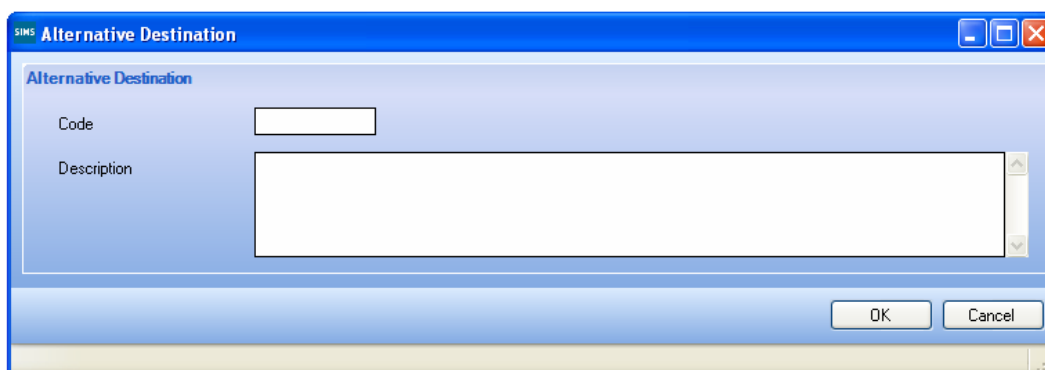
SIMS.net Homepage

**Tools | Setups | CTF**

Panel 4; **Alternative Destinations**



Click **New**

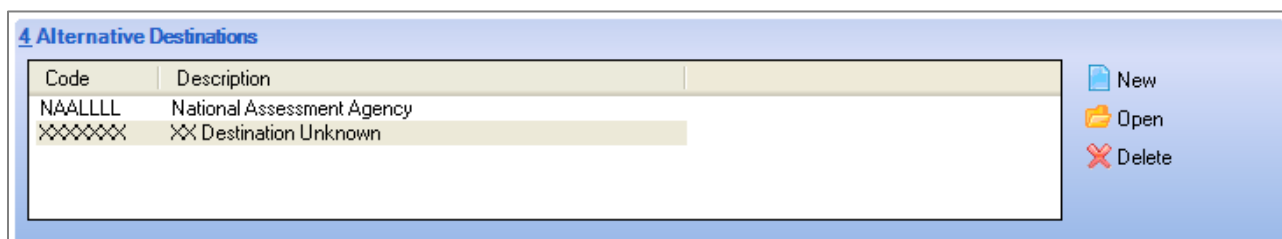


In **Code** field type relevant code from list above (for example **XXXXXXX** for destination unknown)

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

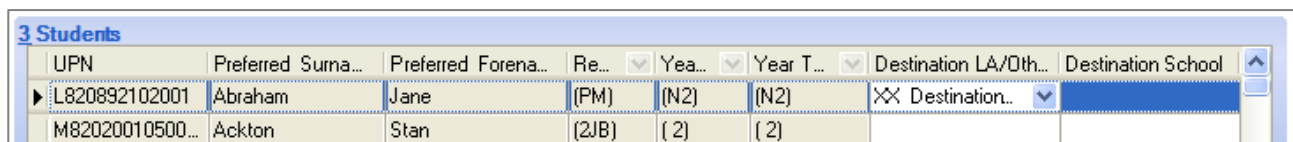
**Routine | Data Out | CTF | Export CTF**

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)		

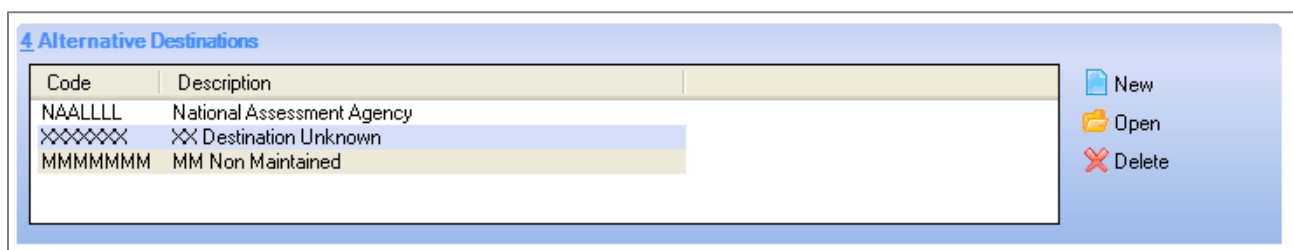
## Export CTF

**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
NAALLLL	National Assessment Agency
XXXXXXXX	XX Destination Unknown
MMMMMMM	MM Non Maintained

New  
Open  
Delete

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
- 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_MMMMMMM_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

Download Lost Pupil File

New Search

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**

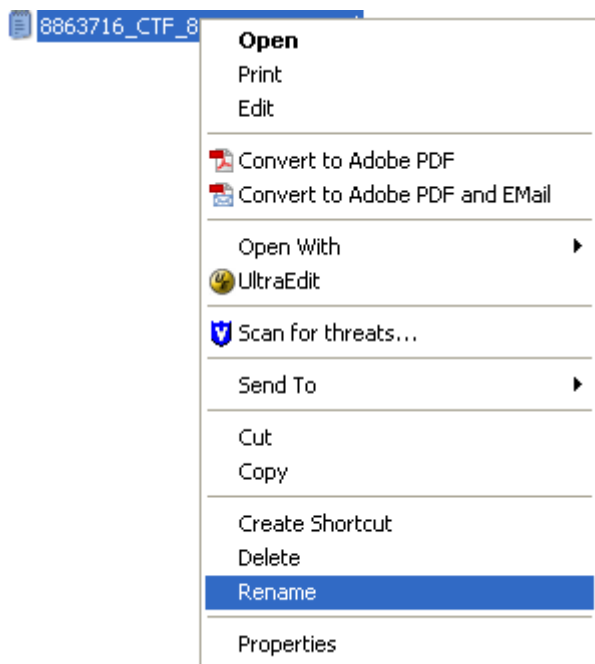
Once you have downloaded the CTF you will need to transfer the file to the appropriate school.

- 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 DCSF 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.

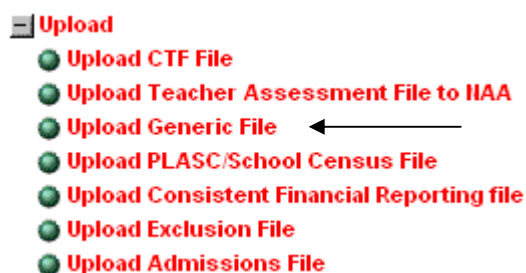
For example:

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

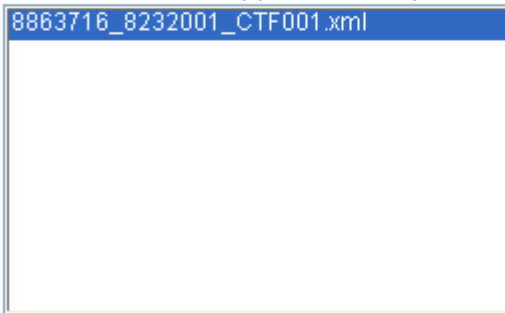
## Upload File

- 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**

Brenchley House, County Hall, Maidstone, ME14 1RF

Tel: 01622 671411 | Fax: 01622 694449

Email: [midkentdataqualityteam@kent.gov.uk](mailto:midkentdataqualityteam@kent.gov.uk)  
[management.information@kent.gov.uk](mailto:management.information@kent.gov.uk)

- **EIS**

The EIS Centre, Oxford Road, Maidstone, ME15 8AW

Tel: 01622 683708 | Fax: 01622 663591 | Email: [eis@kent.gov.uk](mailto:eis@kent.gov.uk)

- **S2S Service Desk**

Tel: 01325 392626

## 8.2. Useful Links

- **Management Information page - KentTrustWeb**

[http://www.kenttrustweb.org.uk/UserFiles/CW/File/Finance\\_Assessment/Management\\_Information/Data\\_Collection/](http://www.kenttrustweb.org.uk/UserFiles/CW/File/Finance_Assessment/Management_Information/Data_Collection/)

- **S2S - Secure file transfer site**

<http://www.teachernet.gov.uk/s2s>

- **DCSF CTF Guidance**

<http://www.teachernet.gov.uk/management/ims/datatransfers/CTF/>

- **National School Searchable Database**

<http://www.edubase.gov.uk/>

- **EIS**

<http://www.eiskent.co.uk>