



Common Transfer Files CTF

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Publication date: February 2016

Version: 1.0

Review date: February 2016



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CTF Files

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1. COMMON TRANSFER FILES (CTF) - Introduction

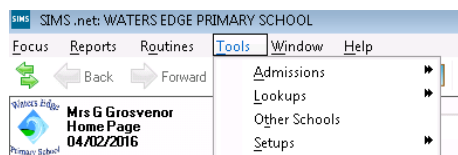
CTF files should be generated for any student that attends your school and then leaves. Once the file has been created it will need to be uploaded to the **S2S** website. The destination school will be notified by e-mail that a CTF is awaiting download. Even if the destination school is unknown a CTF file should be generated so pupil details may be matched to a new school. (A Lost Pupil area exists that can be interrogated by Local Authorities.)

It is important that all the **Statutory** fields in Pupil Details have been completed before a CTF file is generated (UPN, date of birth, ethnicity, first language, English as an additional language). This information should be input **before** the date of leaving (alternatively the history lines will need to be edited).

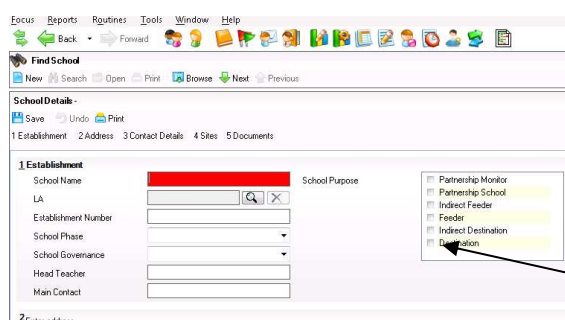
If any of these fields are missing from the Pupil Details a CTF file cannot be generated. Also, when the termly School Census is run, errors will be generated for these students, despite the fact that they are no longer on roll.

Whenever a student leaves your school, a leaving date, reason for leaving and destination should be added to the **Student Details (School History Panel)**. Alternatively, particularly if more than one student is leaving, this information can be entered from the Route **Routines / Pupil / Leavers**. Once the leaving date has been entered a CTF file should be created. To do this the destination school together with its LA number will need to appear in your list of Other Schools.

2. ADDING / LOOKING FOR OTHER SCHOOLS IN SIMS



Go to **Tools / Other Schools**
Click on **Search**

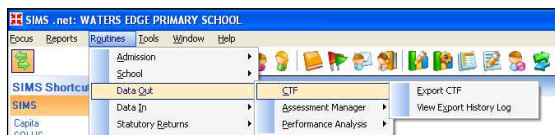


If the destination school is not included in the list, click on **New** to add. The **School Name**, **LA** (selected from the list by clicking on the browser) and the school's four digit **Establishment Number** must be added to the relevant boxes. Place a tick in the **Destination** tick box.

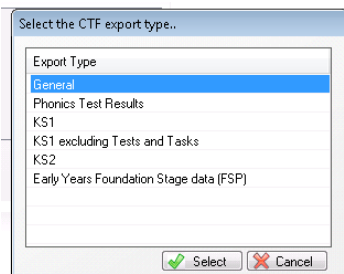
DfE numbers can usually be found by visiting the Edubase Public Portal at:

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

3. CREATING A CTF



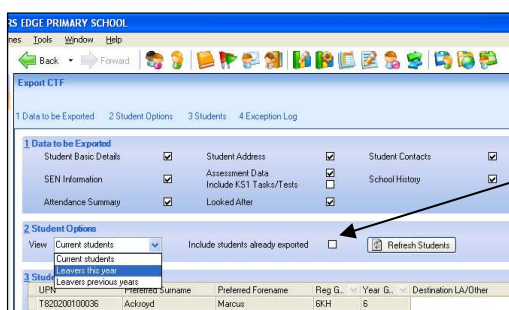
Use the route **Routines / Data Out / CTF / Export CTF**



Select the Export Type. For leavers this would be General.

The other options are used for the transfer of specific assessment data.

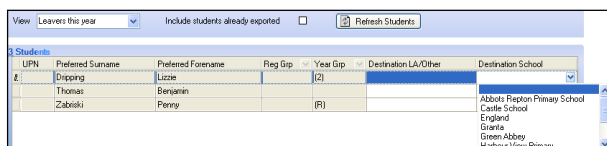
Tick all boxes on Panel 1 **Data to be Exported**



On the **Student Options** Panel, from the **View** options select **Leavers This Year**. You will also need to place a tick in **Include students already exported**.

Click on **Refresh Students**.

(If you have not given the student a leaving date, leave the view on **Current students** and click on **Refresh Students**).

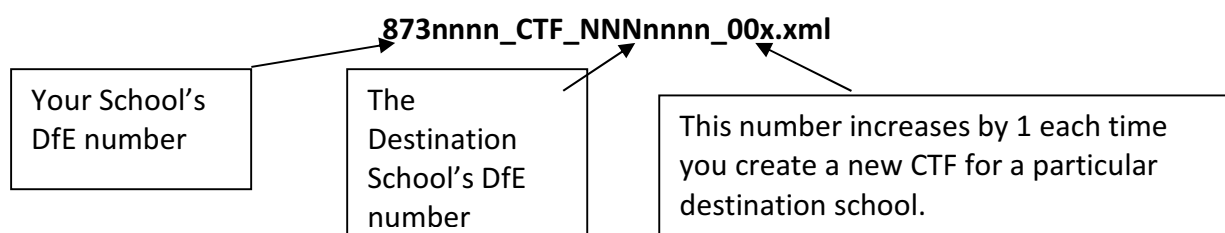


Click into the **Destination School** box next to the student for whom the CTF is required. Scroll through the list of schools and select the correct school.



Click on **Export CTF** – make a note of the CTF file name created.

The file name will be in this format:



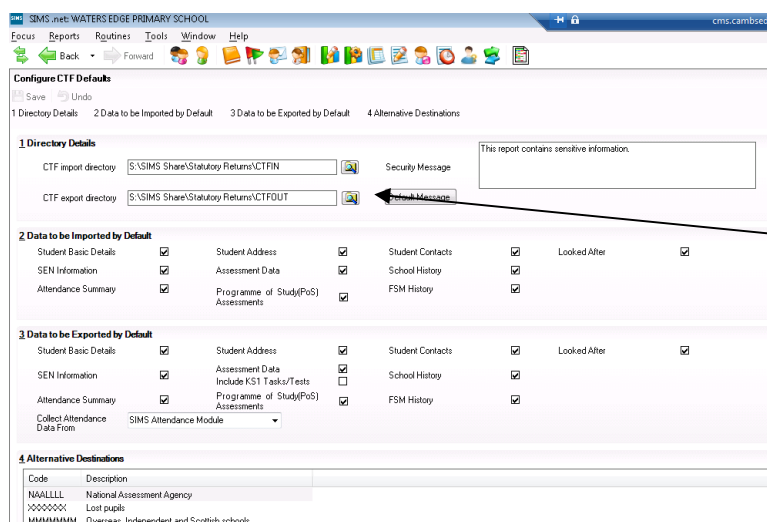
This CTF file should then be uploaded to the S2S website.

4. WHERE IS THE CTF FILE SAVED TO?

If you are unsure where the CTF file has been saved to, and therefore which folder you need to browse to when uploading the file, you can check by using route:



Tools / Setups / CTF



CTF files are saved into the **CTF Out Directory**.
Generally the CTF Out Directory will read:
S: \SIMS Share\Statutory Returns\CTF Out

5. WHAT IF THE DESTINATION OF THE STUDENT IS UNKNOWN?

If the destination of a leaver from your school is unknown, a CTF should be generated with **XXXXXXX** in place of the destination school DfE number. This destination probably already exists in your system. You can check on the CTF setup screen as above. See the Alternative Destinations box. If the Lost Pupils alternative destination is not there it should be added by clicking on New.

When creating CTF files for lost students, only **one** student should be put in each file. Instead of using the **Destination School** box, the **Lost Pupils** destination should be selected from the **Destination LA/Other** column from the Export CTF screen.

6. OTHER ALTERNATIVE DESTINATIONS

There are other alternative destinations that you may need that should be set up and used in the same way as the **Lost Pupils**. These are:

- **MMMMMMMM** Overseas/ Independent/Scotland/Ireland/Home Educated
- **702LLLL** Military Schools

Please note the unique DfE numbers for Military Schools can be found on the Edubase website <http://www.edubase.gov.uk/edubase> For the complete list enter BFPO in 'Enter a town, locality or postcode'.

- Public home
- About EduBase
- Advanced search
- FAQ
- Glossary
- Service Request/Feedback
- Useful links
- Login

Welcome to the EduBase public portal.

The Department for Education's register of educational establishments in England. Using the search box below select school type and location to quickly find

[Help](#)

Search EduBase

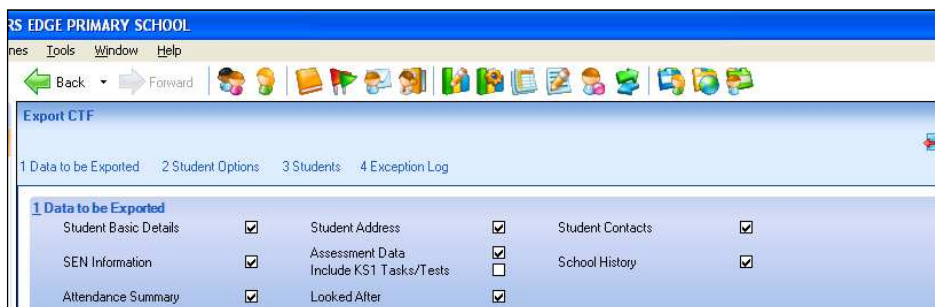
Show me

Enter a town, locality or postcode Radius

Establishment name

[Search](#)

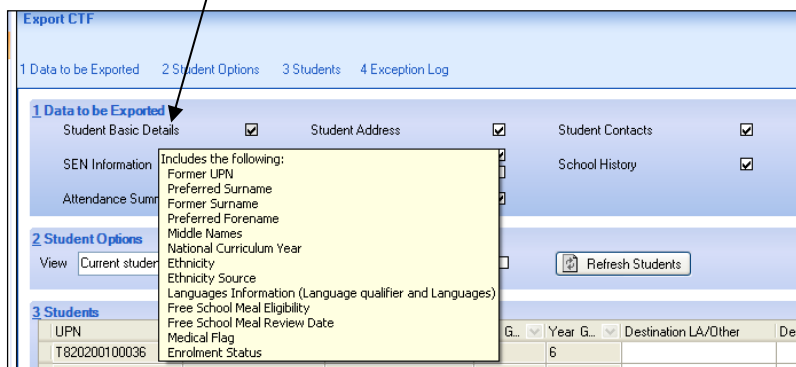
7. WHAT INFORMATION SHOULD BE INCLUDED IN CTF FILES?



Export CTF			
1 Data to be Exported 2 Student Options 3 Students 4 Exception Log			
1 Data to be Exported			
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data (Include KS1 Tasks/Tests)	<input checked="" type="checkbox"/>
Attendance Summary	<input checked="" type="checkbox"/>	Looked After	<input checked="" type="checkbox"/>
		Student Contacts	<input checked="" type="checkbox"/>
		School History	<input checked="" type="checkbox"/>

The top panel on the Export CTF screen makes it possible to select the information to be included / excluded from a CTF file. CTFs for leavers should have all the boxes ticked and thus contain as much information for the destination school as possible.

CTF files for import into other applications, such as Assessment applications, will **not** require all options to be ticked. Exactly what information a particular tick box includes can be viewed by moving your cursor over that item.



Export CTF			
1 Data to be Exported 2 Student Options 3 Students 4 Exception Log			
1 Data to be Exported			
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data (Include KS1 Tasks/Tests)	<input checked="" type="checkbox"/>
Attendance Summary	<input checked="" type="checkbox"/>	Looked After	<input checked="" type="checkbox"/>
		Student Contacts	<input checked="" type="checkbox"/>
		School History	<input checked="" type="checkbox"/>

Includes the following:

- Former UPN
- Preferred Surname
- Former Surname
- Preferred Forename
- Middle Names
- National Curriculum Year
- Ethnicity
- Ethnicity Source
- Languages Information (Language qualifier and Languages)
- Free School Meal Eligibility
- Free School Meal Review Date
- Medical Flag
- Enrolment Status

8. GROUP CTF FILES

It is often necessary to include more than one student in a CTF file, e.g. siblings moving to the same school can be included in the same CTF file; for assessment purposes a CTF file may be needed to enter student details into Assessment applications etc. To include multiple students in one file on the Export CTF Screen:

- Tick the **Include students already exported** box and click **Refresh Students**.
- **Deselect** the items that you do not need to include (for example: if you are creating a file for FSP, just the Student Basic Details and Student Address will need selecting; for End of Key Stage, just Assessment Data is required).
- On the CTF Export Screen select the **Year Group** or **Reg Group** from the drop down lists as required.
- Click into the very top white box against the first student, so that a downward arrow appears. (The example shown is looking for a Destination LA; if you are selecting a Destination School, ensure the downward arrow is appearing in that box).

The screenshot shows the 'Export CTF' interface. It is divided into three main sections:

- 1 Data to be Exported:** A grid of checkboxes for selecting data fields. All fields shown are checked: Student Basic Details, SEN Information, Attendance Summary, Student Address, Assessment Data (including KS1 Tasks/Tests), Looked After, Student Contacts, and School History.
- 2 Student Options:** Includes an 'Effective Date' field set to '23/07/2009', a 'View' dropdown set to 'Current students', an 'Include students already exported' checkbox (checked), and a 'Refresh Students' button.
- 3 Students:** A table listing students with columns for UPN, Preferred Surname, Preferred Forename, Re... (likely Register), Yea... (likely Year), Year T... (likely Term), Previous Destinati..., Destination LA/Dth..., and Destination School. Two students are listed: one with UPN L820892102001 (Abraham Jane) and another with UPN M820200105001 (Ackton Stan). Both are currently assigned to 'Cambridgeshire' as their destination.

- Students can be cherry picked by holding down the **control key** and clicking on those required
- To select a block of names click on the first name, **hold down the shift key** on your keyboard, then click on the last name of the block
- Click on the downward arrow and select the LA/school required

The destination should appear alongside all the students' names and on clicking **Export CTF** all the selected students should be included in the same file.

9. UPLOADING AND DOWNLOADING CTF FILES

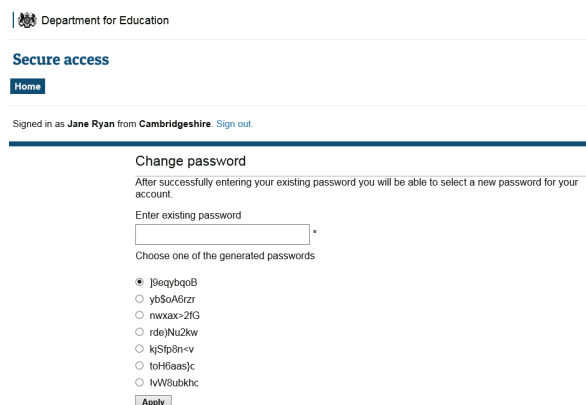
Uploading a CTF to S2S

Once a CTF has been created it will need to be uploaded to the S2S site (in the case of leavers, End of KS1 & EYFS files). You will need to use this url:

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

Each school should have their own Secure Access Approver who can create accounts and provide access to different areas of the Secure Access website. To be able to upload/download CTF files

you will need to have access to the S2S area of this website. The username and password are comprised of a complicated sequence of letters, numbers and symbols. Passwords expire frequently. When your password needs changing, ensure you make a careful note of the new password you choose **before** pressing the **Apply** button – the password disappears from view immediately.



Department for Education

Secure access

Home

Signed in as **Jane Ryan** from **Cambridgeshire**. [Sign out.](#)

Change password

After successfully entering your existing password you will be able to select a new password for your account.

Enter existing password

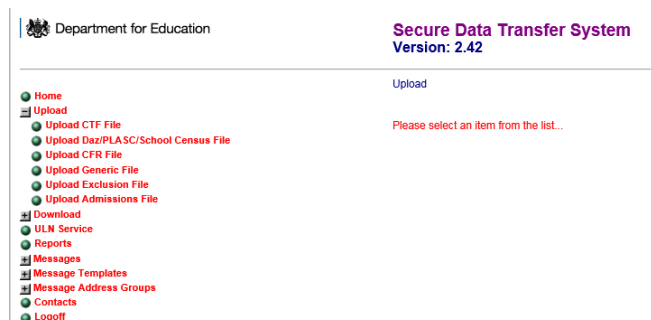
Choose one of the generated passwords

- ☒ j8eqybq0B
- ☐ ybSoA0rZr
- ☐ mwax>2IG
- ☐ rdeJNu2kw
- ☐ kSlp0n<v
- ☐ toH6aasjc
- ☐ lvW8ubkhc

Apply

When you have successfully logged onto the Secure Access Website, Select the S2S option

Click on the little plus sign next to Upload and



Department for Education

Secure Data Transfer System
Version: 2.42

Home Upload

Upload

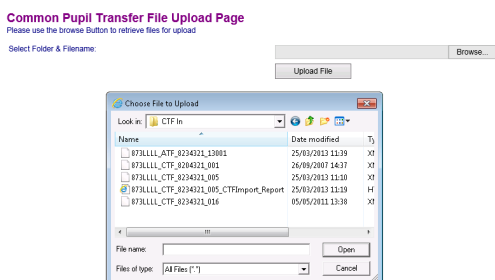
- Upload CTF File
- Upload Daz/PLASC/School Census File
- Upload CFR File
- Upload Generic File
- Upload Exclusion File
- Upload Admissions File

Download

- ULN Service
- Reports
- Messages
- Message Templates
- Message Address Groups
- Contacts
- Logoff

Please select an item from the list...

Select **Upload CTF File**



Common Pupil Transfer File Upload Page

Please use the browse Button to retrieve files for upload

Select Folder & Filename:

Browse...

Upload File

Choose File to Upload

Look in: CTF In

Name	Date modified	Type
878LLL_ATF_8234321_12001	25/03/2013 11:39	XT
878LLL_CTF_8204221_001	26/08/2007 14:37	XT
878LLL_CTF_8234321_005	25/03/2013 11:30	XT
878LLL_CTF_8234321_005_CTFImport_Report	25/03/2013 11:39	H
878LLL_CTF_8234321_016	05/05/2011 13:38	XT

File name:

Files of type: All Files (*.*)

Open Cancel

Click on the **Browse** button then navigate to the CTFOut Folder - usually **Central Share |SIMS Share | Statutory Returns |CTFOut**. Highlight the CTF you wish to upload and click **Open** followed by **Upload File**. You should then receive a confirmation message that the file has been uploaded successfully. Click on your back button to return to the S2S Home Page.

Downloading a CTF from S2S

Log onto the S2S website as above.

Click on the little plus sign next to Download and

Department for Education

- Home
- Upload
- Download
 - Download PLASC/School Census File
 - Re-Download PLASC/School Census File
 - Download CFR Files
 - Re-Download CFR Files
 - Download CTF Files
 - Previously Downloaded CTF Files
 - Delete files not collected by schools
 - Download Generic Files
 - Re-Download Generic Files
 - Download Exclusion Files
 - Re-Download Exclusion Files
 - Download Admissions Files
 - Re-Download Admissions Files
- ULN Service
- Reports
- Messages
 - Message Templates
 - Message Address Groups
- Contacts
- Logout

Select Download and then Download CTF files

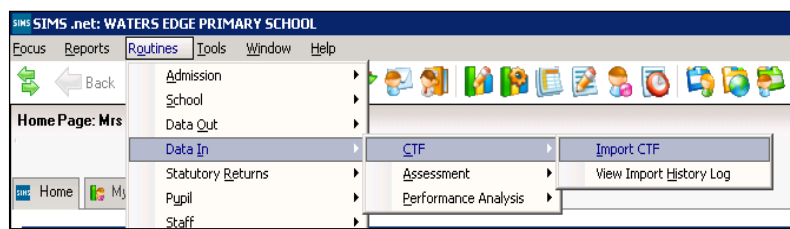
Highlight the CTF and you should be able to see details of the Legal Forename, Surname, Date of Birth and UPN number of the student(s) contained in the file (make a note of these details to check that they agree with any details that have already been entered into SIMS).

Select Download File

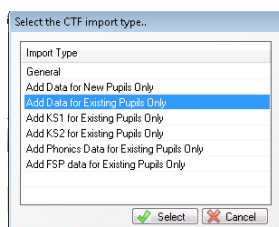
Click on the dropdown arrow next to **Save** on the popup box that appears on your task bar and select **Save As**. You then need to browse to your **Statutory Returns** folder (**CTFIN**) and save the file in there.

Importing a CTF

Once the file has been downloaded, it will have to be imported into SIMS



Routines - Data In – CTF – Import CTF.



If details for the new pupil have already been entered into SIMS, select **“Add Data for Existing Pupils Only”**.

Using the CTF Matching screens should ensure duplicate pupil records are not created. A “green light” indicates that the CTF has been matched with an existing pupil. Any other colours will require investigation.

If you don’t wish to change the level of the Matching Scale, click the No button to display the Import CTF Screen. To change the Matching Scale level, click the Yes button to display the CTF Matching Scale dialog.

CTF Matching Scale

CTF Matching Screen: Scale 2			
Match Surname and Forename	Match Similar Surname, Forename	Match Similar Surname and Similar Forename Separately	Match first character of Surname and Forename
1	2	3	4

CTF Matching Screen Scale 2: Selecting scale 2 will set the CTF Matching Screen to include:

1. Exact match on Surname, Forename and where middle name in SIMS is included in Forename of CTF record
e.g. Forename: Sally-Anne in CTF and Forename: Sally Middle Name: Anne in SIMS
And

2. Potential match on (Surname, Forename) will include similar Surname and Forename together
e.g. Ben-Abbott and Benjamin-Abbott

Please note that Date of Birth and Gender will always be mandatory in the CTF and match the SIMS record to be a match.

Set Scale

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

Scale 1 – Match Surname and Forename

Scale 2 – Match Similar Surname, Forename

Scale 3 – Match Similar Surname and Similar Forename Separately

Scale 4 – Match first character of Surname and Forename

Highlight the level of matching you would like to use and click **Set Scale**.

Click on the browser next to the CTF File box and browse down to the CTFIn Folder - Central Share | SIMS Share | Statutory Returns | CTF In

Import CTF (Add Data for Existing Pupils Only)

1 Data to be Imported 2 Import Selection 3 Exception Log

1 Data to be Imported

<input checked="" type="checkbox"/> Student Basic Details	<input checked="" type="checkbox"/> Student Address	<input checked="" type="checkbox"/> Student Contacts	<input checked="" type="checkbox"/> Looked After
<input checked="" type="checkbox"/> SEN Information	<input checked="" type="checkbox"/> Assessment Data	<input checked="" type="checkbox"/> School History	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Attendance Summary	<input checked="" type="checkbox"/> Programme of Study (PoS)	<input checked="" type="checkbox"/> FSM History	<input checked="" type="checkbox"/>

2 Import Selection

CTF File: Effective Date: 19/02/2016

Place new pupils in:

Pre-Admission Group	Admit On	Year Group
2016/2017 - Autumn Year N2 (A)	01/09/2015	Year N2
2016/2017 - Autumn Year R (A)	01/09/2016	Year R

Select Import File

Look in: CTF In

Name	Date modified
873LLLL_CTF_8204321_001	26/09/2007 14:37
873LLLL_CTF_8234321_005	25/03/2013 11:10
873LLLL_CTF_8234321_016	05/05/2011 13:38

File name:

Files of type: XML files (*.xml)

Open **Cancel**

☐ Open as read-only

CTFs can be sorted by clicking on Date Modified to help identify the CTF you wish to import. Once the correct CTF has been identified, highlight the file and click **Open**, then click on **Proceed for Match Import**.

A green indicator shows that the pupil details in the CTF match details of a pupil already in Pupil Details - therefore the CTF can be imported.

Any other colour(s) indicator needs investigating - a perfect match has not been achieved.

If you encounter problems with matching the student, clicking on the pupil name in the **CTF Pupil** column will show you the details for this pupil contained in the CTF. If you then click on the pupil's name in the **Admitted Pupil** column, details contained in Student Details in SIMS will be shown in the box below and you can often identify inconsistencies between Legal names, UPN, Dates of Birth, even gender.

If a discrepancy is identified, Student Details can be amended to match the details in the CTF – you can leave the matching screen open - once the Student Details match, pressing the Refresh Button at the top of the Match and Import screen will refresh the check.

When you receive all green lights to show the pupils have been matched correctly, click **Import CTF**.

Importing CTF where NO details have previously been entered into SIMS

If the details of the new student have not previously been entered into SIMS, **“General”** should be selected from the **Select Import Type** box.

Check that on the Data to be Imported panel all options are ticked. Amend **CTF File** selection for **Place new pupils in** to **On-Roll**. Navigate to your **Statutory Returns / CTFIN** folder. Select the incoming CTF file that you have downloaded. Select **Import CTF**. Don't forget to check the Exception Log! Check that the required information has been imported. If you notice any anomalies here (such as duplicated students, non-imported relevant data) and would like advice, please call the Helpline on 0300 300 0000.

10. END OF KEY STAGE COMMON TRANSFER FILES

Once a year (between the end of May and beginning of July), schools need to produce CTFs to transfer **Statutory End of Key Stage Assessment** information.

All Schools are expected to create files for **EYFS, Y1+Y2 Phonics, KS1, KS2**.

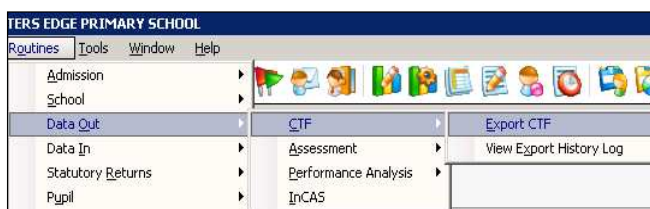
The Statutory Teacher Assessment results must be entered into the appropriate software (for example: Foundation Tracker, Assessment Manager and Target Tracker); a CTF containing the 'results' needs to be created and uploaded to the **S2S** area of the COLLECT website – **EYFS, Phonics & KS1**

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

and to the NCA Tools website for **KS2 Teacher Assessments**:

<https://ncatools.education.gov.uk/>

(a) **KS1/Phonics/EYFS** files need to be created as follows:



Use the route:

Routines / Data Out / CTF / Export CTF

- Select KS1/Phonics /EYFS from the CTF Export Options (DO NOT select KS1 excluding Tests and Tasks)
- Check the **View = Current Students**.
- Place a tick in the box **Include students already exported**. Select **Refresh Students**
- Click the drop down arrow next to Year Group and select the appropriate year group.
- Left click in the first 'white box' underneath the heading **Destination LA/Other** so that a downward arrow appears.
- Right click in the same box and **Select All**.
- Using the drop down arrow, scroll down the **Destination LA/Other** list: Select **Cambridgeshire**. This should automatically populate all the remaining cells.
- Click the **Export CTF** button.

The screenshot shows the 'Export CTF (KS1)' form. It includes a table of student data with columns for UPN, Preferred Surname, Preferred Forename, Pupil Sex, Year Group, Year Taught, Previous Destination, Destination LA/Other, and Destination School. The table contains 15 rows of student data. Below the table, there are checkboxes for 'Include students already exported' and 'Refresh Students'. At the bottom, there is an 'Export CTF' button.

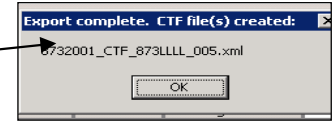
UPN	Preferred Surname	Preferred Forename	Pupil Sex	Year Group	Year Taught	Previous Destination	Destination LA/Other	Destination School
J00200100032	Aaron	Liz	(HE S4)	5	5	Swadlow Primary School		
K02000100001	Alfira	Alfi	PRNE	1	1	Cambridgeshire		
Z00200100002	Alfira	ASH	1	1	1	Cambridgeshire		
N02000100003	Heel	DAK	1	1	1	Cambridgeshire		
C02000100004	Adrian	Stan	ASH	1	1	Cambridgeshire		
J00200100005	Adrian	Heed	HE S	4	4			
M02000100006	Adrian	Jordan	(RVC)	(R)	(R)	Cambridgeshire		
B00200100008	Adrian	Samantha	(RVC)	(R)	(R)	Cambridgeshire		
J00200100009	Adrian	Adrian	(RVC)	6	6	Cambridgeshire		
K02000100001	Adrian	Laura	ASL	4	4			
N02000100005	Adrian	Mohammed	(HE S4)	5	5	Cambridgeshire		
H02000100008	Adrian	Emmanuel	(Class R)	(R)	(R)	Cambridgeshire		
P02000100011	Adrian	Rebecca	(GB red)	3	3	Cambridgeshire		

A820200105009	Emerston	Sam	2JB	2	2	Cambridgeshire	Cambridgeshire
L820200105010	Foss	Cameron	2GH	2	2	Cambridgeshire	Cambridgeshire
A820200105011	Ghandi	Hemal	2GH	2	2	Cambridgeshire	Cambridgeshire
P820200105012	Giacomo	Stefano	2GH	2	2	Cambridgeshire	Cambridgeshire
D820200105013	Harding	Yana	2GH	2	2	Cambridgeshire	Cambridgeshire
T820200105014	Ishaque	Azair	2JB	2	2	Cambridgeshire	Cambridgeshire
G820200105015	Kane	Jasmine	2JB	2	2	Cambridgeshire	Cambridgeshire
W820200105016	Katumba	Namuli	2GH	2	2	Cambridgeshire	Cambridgeshire

Export CTF

Creates CTF and saves

Make a note of the Export File reference.
This is the file you will upload to S2S.



- Click on **OK**.

Before you take any further action, please take time to check your Exception Log! The example shown is what you should see. If you have *any* Error Descriptions listed in here and need advice as to how to proceed, please telephone the Helpline on 0300 300 0000. **DO NOT SUBMIT YOUR FILE!** If the file is uploaded onto the S2S site containing errors, the file will be discarded and sent back to you.

Export CTF

1 Data to be Exported 2 Student Options 3 Students 4 Exception Log

4 Exception Log

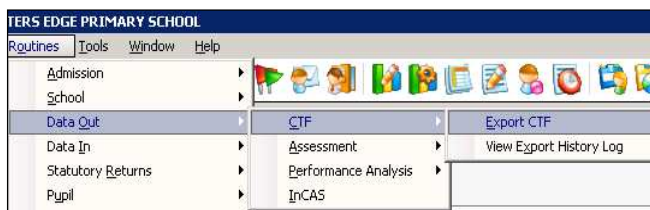
Number of students in file: 58 Number of students processed: 58 Number of students not exported: 0

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description	File Name

Save
Print

- This file is now ready to upload to the S2S site accessed from the Secure Access website.
- Log in using your secure username and password.
- Select Upload
- Select Upload CTF file; browse for the file you have just created and upload.
- You should then get a message advising that upload has been successful

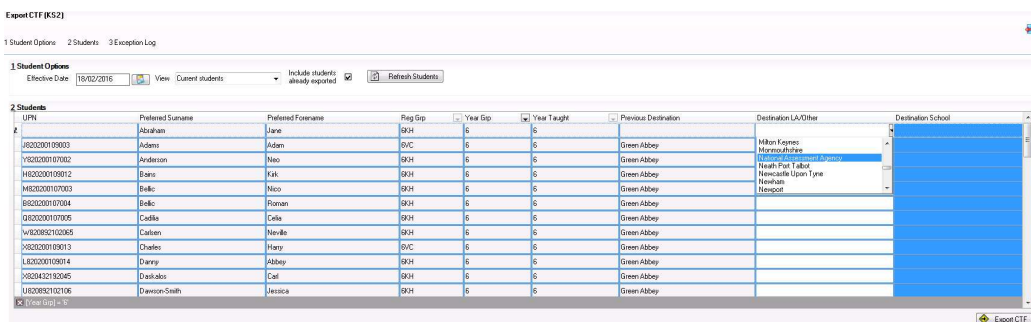
(b) KS2 Teacher Assessment Result files need to be created as follows:



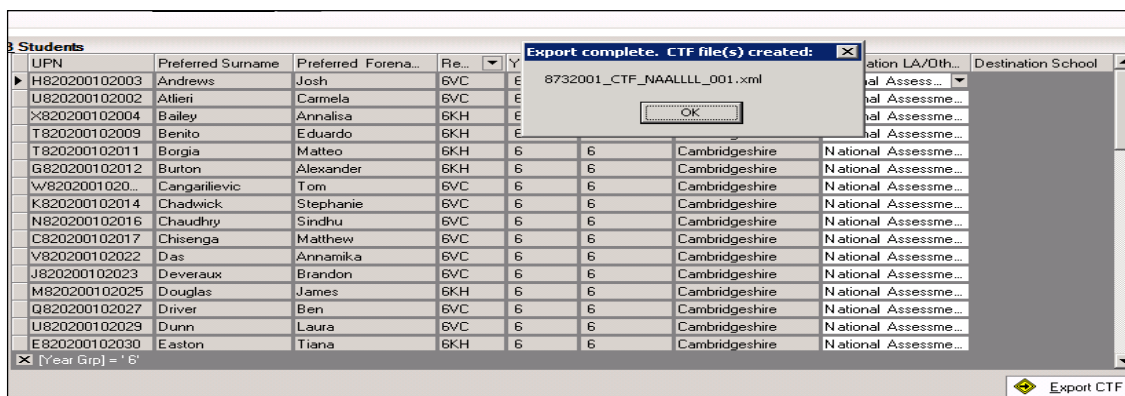
Use the route:

Routines / Data Out / CTF / Export CTF

- Select KS2 from the CTF Export Options
- Check the **View = Current Students**
- Place a tick in the box **Include students already exported**. Click on **Refresh Students**
- Select the appropriate year group - Year 6
- **Left click** in the first 'white box' underneath the heading **Destination LA/Other** so that a downward arrow appears.
- **Right click** in the same box and **Select All**
- Using the drop down arrow select **National Assessment Agency (NAA)**. This should automatically populate all the remaining cells.



- Select **Export CTF**

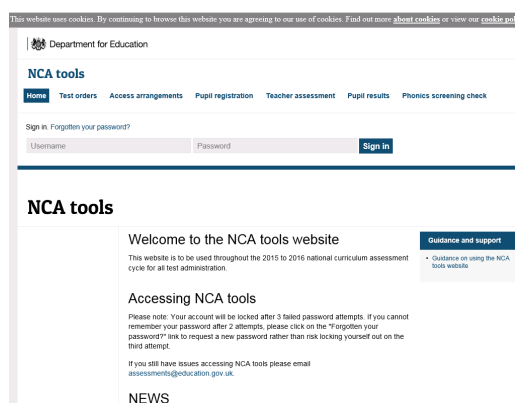


- Make a note of the Export File reference.
- Click on **OK**

Before you take any further action, please take time to check your Exception Log. If you have *any* Error Descriptions listed in here that you are unable to resolve, or if you want further advice, please telephone the Helpline on 0300 300 0000.

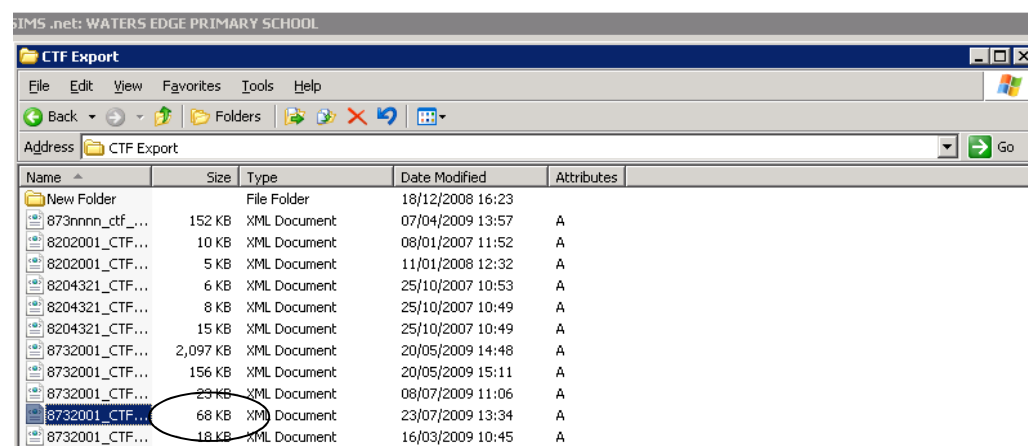
This file should then be uploaded to the NCA Tools website at:

<https://ncatools.education.gov.uk/>



11. FAQs AND ERROR MESSAGES

- Before uploading a CTF for any destination, always ensure that there is in fact some data in it! If the file says Okb; file will need to be recreated.



I have downloaded the CTF file but receive a message saying it is not for my school?

Check the CTF name which should include the school's DfE number. Open the CTF in notepad/wordpad format, and check that it has your school DfE number showing inside the file as the destination school. If this is not showing correctly and the file is definitely for your school, edit the DfE number accordingly. If it still will not import (and an error message appears), we would recommend that you contact the CTF source school and get them to send a new file as it may be corrupt.

