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

A separate guidance document is available for school users

Contents

1. Introduction To the Common Transfer System

The s2s 'school2school' website is a secure website, which is operated by the DCSF 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 personal details) 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 must accompany a child to the new school or be sent to the 'lost pupil database' 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)](legislation.gov.uk)

This document provides advice for local authorities on the CTS, including information about how to use s2s. s2s refers, in some of its screens and options to LEA's rather than LA's.

More detailed guidance on how to carry out specific tasks on s2s for school users is provided as a separate document.

1.1 The role of the Local Authority

Although the CTS is primarily a tool for schools, LAs also have a role to play in supporting schools in their use of the system, monitoring usage, management reporting and tracing lost pupil records. Some LAs may also wish to utilise the duplicate CTFs for tracking pupils and monitoring pupil movements and use s2s to facilitate other secure data exchanges. The level of involvement for LAs will differ according to local arrangements; this document outlines the general expectation and highlights requirements where they exist.

1.2 Monitoring Usage

The Welsh Assembly Government will carry out regular monitoring of the number of files uploaded and downloaded from s2s.

LA colleagues may also wish to make use of the management reports available to them to track pupil movements, numbers of CTF's uploaded and downloaded to the Lost Pupil Database, identify problems or areas for training etc. A full list of reports available to each user and what they show is contained in Section 4.

1.3 Lost Pupils Database

An area of s2s is designated as the Lost Pupil Database; it is used to store CTFs for pupils whose destination is unknown when they leave a school or where they are known to have moved outside of the maintained sector in Wales or England. Only specific LA users have access to this area of s2s.

The Education (Pupil Information) (Wales) Regulations 2004 require schools to generate a CTF and send it to the Lost Pupils area of s2s if a child has left the maintained sector with an unknown destination with the code of XXXXXXX. If they have moved to the independent sector, emigrated, are electively home educated or have gone to a destination incapable of receiving a CTF then schools should upload the CTF with the code MMMMMMM. Although the term 'lost' may not be accurate here, the child may still attend another school at some point in the future so their information needs to be retained somewhere. Both of these options will place the CTF on the s2s Lost Pupil Database (LPD), which will make it possible for LAs to track future provision and so help to ensure that children do not become 'lost'. Files for XXXXXXX 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.

If a pupil arrives at a school without a CTF, the Regulations require the school to contact their LA MIS/Data team who will search the Lost Pupil Database to try and find a matching record and forward it on to the new school. The school should provide the Data Team with as much information as possible about the pupil; name, date of birth and, if known, the name and location of the last school attended by the pupil. School users cannot search this database. These files are only visible to Local Authorities in the Lost Pupil Database.

If a file cannot be located the school may then contact the pupil's previous school if known to request that they send a CTF. If a correct file is located it should be sent to the receiving school for import into their MIS. Only when all reasonable measures to locate a correct CTF have been exhausted and proved unsuccessful should the LA instruct the school to generate a new Unique Pupil number. If a UPN is required, for example for PLASC, during the time when the LA is searching for the CTF then a temporary UPN should be issued pending the outcome of LA enquiries.

The LA has a responsibility for the pupils uploaded by their schools and will need to consider what local arrangements might be appropriate to ensure that files are removed from the Lost Pupil Database where the destination school is subsequently established. They are also responsible for removing pupils CTF's uploaded by their schools once a pupil reaches statutory school leaving age. Reports available on s2s provide details of the files uploaded to the Lost Pupil Database by schools within a LA. Section 4 provides further information on producing these reports.

A separate FAQ's document is available for schools covering common issues and queries relating to both s2s and the Lost Pupil Database.

1.4   Data Matching

The Welsh Assembly will undertake annual matching of all CTF's uploaded by Welsh schools to the lost pupil area of the s2s site against PLASC data to identify if any 'lost' pupils are on roll at Welsh schools. Where pupils are found, local authorities will be informed, and they will be responsible for downloading the CTFs and checking that schools have the pupil's CTF and will be required delete/forward as appropriate.

Details will also be provided to the uploading authority so that they can close outstanding and unresolved cases of 'children missing education'.

1.5   Phase Transfers

Many LAs play an active role in the admission and transfer process when pupils move between infant and junior and primary and secondary schools. To assist in the administration of this phase transfer it is possible for the LA to receive 'bulk' CTFs from schools they maintain, import them into LA systems and allocate them according to destination school. The CTFs can then be forwarded to the intended receiving schools. In the case of phase transfers the CTF can be sent when the pupil has been offered, and accepted a place rather than having to wait until the pupil has taken up the place.

Once a pupil has accepted a place at a school a CTF can be sent to the pupil's intended school. It is possible to transfer whatever information is available at this point and then follow up the transfer with a new CTF when new data becomes available for the pupil e.g. Assessment data, at a later date.

Where a pupil changes their decision and a CTF has already been sent, the LA will need to re-send the CTF to the pupil's new intended school. The school where the pupil had previously accepted a place will need to note that the pupil will not be on roll at the school and delete the CTF from their admissions software.

1.6   Roles and Access Permissions – A summary

There are 8 different s2s user roles that allow access to specific functionality as there may be several designated users within a local authority. The user roles and their access functions are summarised below. Further information is provided for the main roles and their functions in the next section. Please note that some of the roles and options to refer to LEA's rather than LA's.

LEA DBA (Data Base Administrator) (Source/Destination code: "LEALLLL")

- Can set-up, amend and delete users within the LEA or schools.
- Can upload/download/re-download files.
- Can generate reports on system usage.
- Can send and receive messages.

LEA User (Source/Destination code: "LEALLLL")

- Can upload/download/re-download files.
- Can generate reports on system usage.
- Can send and receive messages.

LEA School (Source/Destination code: "LEALLLL")

- Provides the LEA user with s2s school-level facilities.
- Can upload/download/re-download files.
- Can generate reports on system usage.
- Can send and receive messages.
- Each Local Authority may only have one LEA School user account.

LEA Lost Pupil (Source/Destination code: "LEALLLL")

- Can search "lost pupils database".
- Can upload/download/re-download generic files.
- Can generate reports on system usage.
- Can send and receive messages.

LEA Lost Pupil Transfer (Source/Destination code: "LEALLLL")

- Can search "lost pupils database".
- Can upload/download/re-download files.
- Can generate reports on system usage.
- Can send and receive messages.

LEA DBA (View only)

- Can view LEA user's details (username, contact details and role type), but cannot amend or delete details or view passwords.
- Can view school user's details (including password), but cannot amend or delete details.
- Can run reports on system usage.

LEA PLASC (Source/destination code "LEAPLAS")

- Can upload/download/re-download files.
- Can generate reports on system usage.
- Can send and receive messages.

LEA Admissions (Source/Destination code: "LEAADMS")

- Can upload/download/re-download admissions and generic files.
- Can generate reports on system usage.
- Can send and receive messages.

To request access or update your role contact your LEA Administrator or email IMS@gov.wales

The Welsh Assembly Government will carry out regular audits of users and seek written confirmation of valid users for each LA on an annual basis.

2. Accessing The s2s Secure Transfer Site
2.1 Logging On

To log into the website, click this link: DfE Sign-in

When the login screen appears, enter your school **username** and

password, both are case sensitive.

If you forget your login details contact your LA s2s administrator or completing the S2S service request form via the DfE link here; S2S Issues - Service Request Form

For assistance from the Welsh Government, you can email the following mailbox: IMS@gov.wales.

Login

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

Username: _____
Password: _____

Submit   Reset

- Upon first entry to the website, you will be required to supply a new password.
- Passwords should always remain confidential.

- Menu options available to help navigate the site are shown on the left-hand side of each screen. The options available will vary dependant on the level of access permissions and role associated with your user ID and password.

3. Roles And Access Permissions

3.1 LEA Database Administrator (DBA)

Each LA can assign one user as a Local Database Administrator, known as the LEA Administrator (DBA). This user will need to be set up by the Welsh Government's s2s
Administrator. This user can then carry out certain administration functions, including setting up new users, user maintenance, etc. rather than having to go direct to the Welsh Government.

The DBA menu, available to LEA Administrators only, has three options:

User Maintenance – Add, delete, and update LEA users.
School Maintenance – Add, delete, and update details for schools within your LA.

Maintain LEA Details – Allows updating of details held for your LEA.

- ● Home
- ⊞ Upload
- ⊞ Download
- ⊟ DBA
  - ● User Maintenance
  - ● School Maintenance
  - ● Maintain LEA Details
- ● Reports
- ⊞ Messages
- ⊞ Message Templates
- ⊞ Message Address Groups
- ● Contacts
- ● Change Password
- ● Logoff

Allows DBA to maintain system

The various DBA menu options can be found here

3.2 User Maintenance

Click **User Maintenance** from the **DBA menu**.

You can add a LEA user, update a LEA user's access level, delete a LEA user, and reset passwords for school and LEA users.

- Home
- Upload
- Download
- DBA
  - User Maintenance
  - School Maintenance
  - Maintain LEA Details
- Reports
- Messages
- Message Templates
- Message Address Groups
- Contacts
- Change Password
- Logoff

Please select an item from the list...

	Add User	Allows DBA to add new users
	Update/View User	Allows DBA to update or view user details
	Delete User	Allows DBA to delete users
	Change Password	Allows DBA to change password for selected user
	Back	Go back up to the previous level of pages

3.3 Adding a LEA User

- Click **Add User**.

- Enter a unique alphanumeric username for the user, e.g., 681bjones.

- Assign a password. Users will be asked to enter a new password upon first entry to the site.

- The appropriate LEA Role should then be selected from the drop-down list.

- Click **Add**.

- Notify the user of their username and password. NB – these should never be sent in the same e-mail.

3.4 Updating a LEA User

- Click **Update User**.

- Select the user that you wish to update details for from the drop-down list and click **Update Details**.

- The only detail you can change is the role (level of access of the user). Select the required role and click **Update**.

- Notify the user of any change to their role.

3.5 Deleting a LEA User

- Click **Delete User**.

- Select the user that you wish to delete from the drop-down list and click **Update Details**.

- Click on **Delete**.

3.6 Changing a Password (school or LEA users)

- Click **Change Password**.

- Select the user that you wish to change the password for from the drop-down list and click **Update Details**.

- Enter the new password in the appropriate box and re-enter the password to confirm in the second box.

- Click **Update** to change the password.

- Notify the user of their re-set password. NB They will be asked to enter a new password upon first entry to the site.

3.7 Adding new users

- Use of personal email domains such as 'Hotmail', 'yahoo' and other such email domain names is strictly prohibited.

- When issuing a new password to a user, email it to their email address as included in the s2s school details.

- Never should the username and password be sent within a single email; they should be sent separately for security reasons.

3.8 School Maintenance and View/Update School

DBAs can view and update details for all schools maintained by their LA. When a new school opens, schools merge or close in your LA please contact IMS@gov.wales for advice. In this way we can ensure that the Establishment finder is updated at the same time as details on s2s.

There is a facility here to make a school user account active or inactive, however, as use of s2s is a statutory requirement there should be no need to make any school inactive.

- Click **View/Update School**, your LA number will be pre-selected and cannot be altered, ensuring that LEA administrators can only amend details of schools within their own LEA.

- If you know the school establishment number for the school you wish to view/update enter it in the box provided and click **Display School Details**.

- If not select the school from the drop-down list and click **Update School Details**.

- You can now update the school name, telephone number, email address, town, username and password as required.

- Make amendments as necessary, double-checking your entries and Click **Update**.

- Don't forget to notify the school of any changes made to their details or status on s2s.

3.9   Maintain LEA Details

This section allows you to update details for your own LEA Name and Email address. There is also the option to turn the facility to receive and download CTFs sent and received by your schools off or on as required. Note that the facility to download copies of CTFs sent to or from schools is defaulted to on for all LAs in the first instance, where the facility remains enabled the LA email address will receive notification of all files awaiting download.

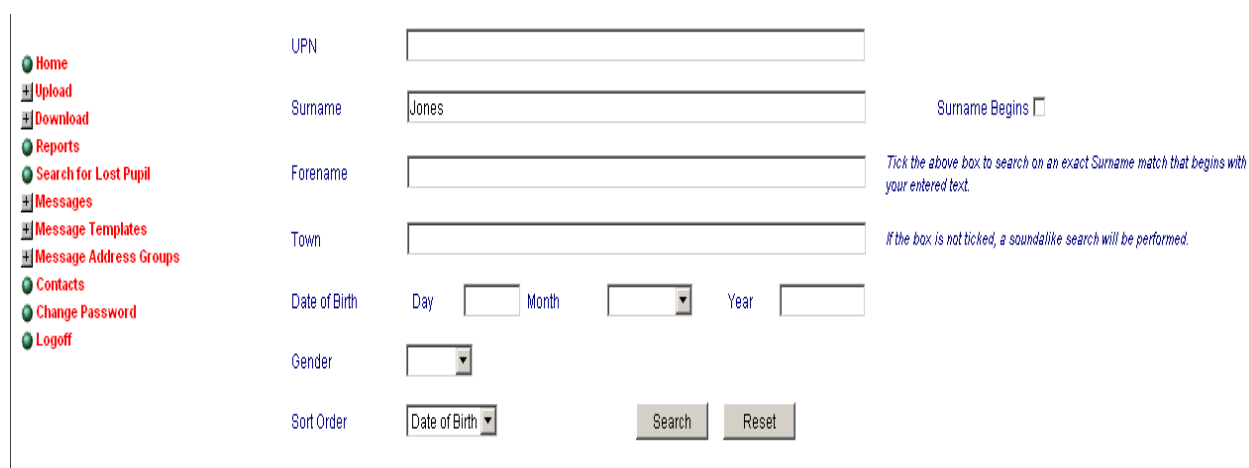- Click **Maintain LEA Details** - Amend details as needed. Click **Update**.

4.   LEA Lost Pupil and Lea Lost Pupil Transfer Access

'LEA Lost Pupil' or 'LEA Lost Pupil Transfer' s2s user roles have very similar functions and allow users to initiate searches of the Lost Pupil Database when their schools report that a pupil has arrived without a CTF. The Lost Pupil Transfer log in has access to more download options.

4.1 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, D.O.B etc. and their previous school name/location (if known). These details should be used to conduct a search of the Lost Pupil Database to try and find a matching record. School users cannot search this database. These files are only visible to Local Authorities in the Lost Pupil Database via both Lost Pupil logins.

- 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.

- UPN, Town, Surname, Date of Birth, Forename, Gender.

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

- Select the field you wish to sort the files by from the dropdown list.
  Fig 1 below shows pupils called Jones sorted by Date of Birth.

- Click **Search.**

- When a file is selected additional pupil details are shown for the pupil within that file: LEA Number, School Number/Name, Date Uploaded and where applicable; Former UPN, Former Surname and Middle Name.

- 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 LEA, 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 LEA. 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, then click **Yes**, if not click **No** return to the **Lost Pupils Files** screen (Fig.1).

4.2   Transferring the CTF to the School

Once you have downloaded and saved 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 Document – APPENDIX 2).

- 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.

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.

LAs should ensure that all schools are aware of these processes should a pupil arrive without a CTF so that the Lost Pupil database can be searched in the first

instance. If a previous school has already sent the file to the Lost Pupil Database and is contacted by a school they should not create and send a duplicate file, as the original file will remain in the Lost Pupil area and that pupil will still be considered 'lost'.

Lost Pupil and Lost Pupil Transfer roles have access to the secure messaging function on s2s to enable them to message other LAs to make enquires about lost pupils.

However, LAs should not make "blanket" enquires to all local authorities with a list of children asking them to search their databases as this is seen as poor practice and most local authorities will ignore this request, as it is time consuming with little reward.

Best practice is for LA to carry out thorough local checks in their own authority area as other agencies or classmates of the missing child or young person may have information as to a broad geographical area that the family has moved to. Authorities can then target more specifically areas that they believe to be linked to the child or young person that they are looking for.

Further information on the Secure Messaging function is contained in Section 6. Users should also refer to guidance on policy and FAQ's relating to the lost pupils database provided as a separate document.

5.   LEA School Role

In specific circumstances an LA will need to act as if it is a school, for example, sending CTFs to the Lost Pupil Database and uploading and downloading CTFs as part of the admissions and transfer process.

The LEA School role gives users functionality very similar to that of a general school user, guidance on main functions is contained in 'CTS & s2s Guidance Notes for Schools'.

If schools send files to the LA, as part of the phase transfer process for example, they should use 680LLLL where 680 (Newport) is the LEA number and LLLL is constant as the destination school.

LAs should also be aware that, they may receive CTF's to LLLL when a school knows that a pupil is destined for a local authority but does not know which school. This practice should be discouraged, and files sent instead to the lost pupil area as the pupil may not arrive in the intended authority.

5.1   Uploading CTF's

- 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**.

Locate the correct file 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 the upload screen from where you can upload another file or select another menu option.

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 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 LEAs with a list of files not downloaded.

5.2   Downloading Files

You will receive an email informing you when there is a file(s) awaiting download.

Select **Download File.**

Select the file type you want to download.

You will be presented with a list of files available for you to download.

By using Shift or Ctrl with your mouse click you can select several files to download at the same time. These will be bundled into a single zip file.

To perform the download, click on the File Download button. Confirm the download by clicking on OK. Select a suitable folder for the CTFs 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 the file has been downloaded correctly click **Yes** when prompted.

If the download was cancelled, click **No** return to the Download CTF File page.

The process may be repeated as many times as required.

5.3   Downloading CTF files (pupil transfers between schools)

The screen for CTF files is different from that for other file transfers. It has three views or tabs and allows monitoring of:

- Files transferred within your LA.
- Files coming into your LA from other LAs.
- Files leaving your LA and going to other LAs.

The button on the right allows you to view files that have been collected by destination schools and those awaiting collection, thereby allowing monitoring of how promptly schools are downloading etc.

LA's need to check this regularly (in case email notifications have been missed or colleagues receiving notifications are absent from work etc) to ensure that files that have been sent to the LA directly as no destination school is known, for e.g. 675LLLL are dealt with promptly (i.e. checks undertaken to see if a pupil has arrived, is on roll or known to admissions etc).

Unfortunately, through this view the pupil's name, DOB or UPN is not shown but if you select 'delete files not collected by schools' on the download menu you can view the same files but with the pupil's name (s), UPN and DOBs. It is therefore easier to check whether these pupils have arrived in the LA/are known to you. The LA then needs to action as appropriate; if the pupil is on roll in the authority, then they need to check that the school has the CTF then they should delete or forward as applicable.

5.4   Summary of File Types

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. Appendix 2 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 correctly formatted file name and extension during the export process.

5.5   Generic Zip File Transfers

The s2s site can transfer any data if it is in a 'zip' file format. The maximum size for files transferred in this way is 10Mb for files transferred by an LA. Schools can also send files in this way, however the file size limit is 4 Mb for files sent by schools.

The generic zip file transfer option allows users to send data files, of any kind, via a secure route. It can be used to exchange local data between schools, between schools and the LA, or even between schools/LAs and software suppliers for example when the company requires copy data to investigate a problem. Files can only be transferred if they have a correctly formatted file name, including details of sending and receiving LEA/Establishment numbers. The file must have a '.zip' file extension, see the summary of file types document for further details (Appendix 2). All user types can exchange files using generic zip options, except for those logged in as LEA Administrators.

5.6   Uploading a Generic Zip File

Zip the file(s) that you wish to transfer & ensure it has a correctly defined file name as detailed in **Summary of File Types Document** depending on the destination of the file.

- Select **Upload** from the main menu.
- Select **Upload Generic Zip File** from the sub menu.
- Click **Browse.**
- Locate the correct for upload and click **Open**.

Common Pupil Transfer File Upload Page
Please use the browse Button to retrieve files for upload

Select Folder & Filename: [   ] Browse...

[Upload File]

- Select **Upload File** a message will inform you when the file has been successfully 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.

5.7 Downloading a Generic Zip File -

Please note that, unlike CTF transfers, you will NOT receive an automatic email informing you when there is a generic zip file awaiting download.

- Select **Download** from the main menu.

- Select **Download Generic Zip Files** from the sub menu.

- You will be presented with a list of files awaiting download (Fig.2). Files can only be downloaded one at a time.

Generic Zip Files ready for download

File Name

| 1119876_111LLLL_Nightingale.zip |
| 1119876_111LLLL_llanj.zip |
| 1119877_111LLLL_test.zip |
| 1119878_111LLLL_Carys.zip |
| 1119877_111LLLL_marie.zip |
| 1119876_111LLLL_test.zip |
| 1119876_111LLLL_pennytest.zip |
| 1119880_111LLLL_Anne.zip |

Select the required file from the list and click **Download**.

Select **Yes** to confirm the download and continue or **No** to select another file.

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** return to the Download File page.

The process may then be repeated as required.

6. Using The Secure Messaging Service

All LA roles/log ins can 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
```

6.1   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:

Department for **Education**   **Secure Data Transfer System**
Version: 2.42   New Messages: 60

```
🟢 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 not read.

6.2   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 LEAs). 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.

6.3   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 further on in these instructions). You can preview these templates before deciding whether to use them, just click the **Preview** button.

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.

6.4   Sending a message to an LA

Below the Message Group option, you will see the following:

Once you have made both those selections, you should click
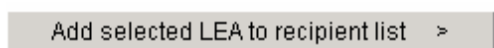
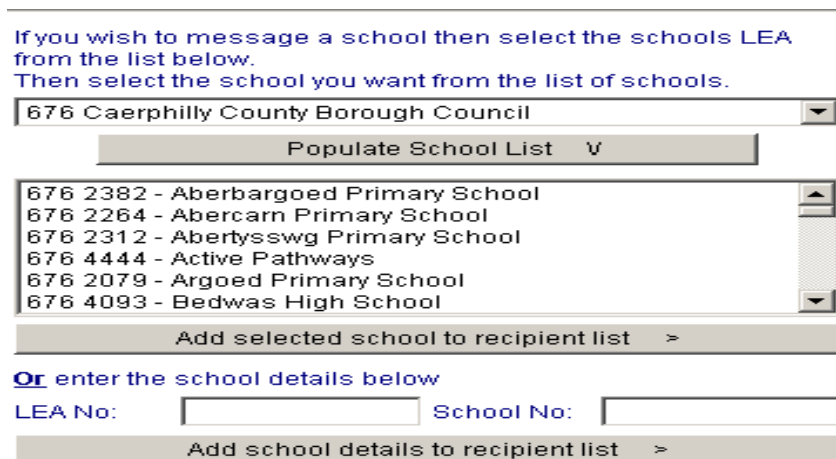and the selection will appear in the **Message Recipients** box.

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 .

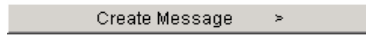## 6.5   Sending a message to other schools

You can also send a message to a school. If you know the LA and DCFS numbers of the school, you should enter them in the boxes at the bottom of the page. Then click **Add school details to recipient list**.

If you do not know these details, then first you need to select the LA:

When you have done so, click **Populate School List** and all the schools in that LEA 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.

6.6   Composing your message

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

Enter your message and when you have finished click [Send].

You can also print your message but be aware that if you wish to 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 LEAs have yet to read your message.

6.7   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**

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:	Delete
Return to previous screen:	Back

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

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

7. Reports

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

Report Selection

Please choose a report from the list below

- General Usage/Volume Report
- School Report
- LEA Cluster Report
- Delete CTF files Audit Trail
- Lost Pupil (numbers) Report
- Lost Pupil (uploaded pupils) Report
- Lost Pupil (downloaded pupils) Report
- Generic / Other file movements
- LEA Administrator - Message Report
- User Report
- School List Report
- Base User Report

There are several reports available to LA's which are summarized below. For each report it is possible to set a date range. If the 'from' date is left blank, then it will include all records in the system. The 'to' date will default to today's date.

7.1 General Usage/Volume

A summary of the number of CTFs uploaded, downloaded, awaiting download or rejected by schools within the LA to monitor usage/trends. Can report on selected individual schools or all. The report also details the number of pupil records contained in the files. Searchable by date ranges.

7.2 School Report

A detailed report of CTFs sent (shows destination schools) received and awaiting download by individual schools, by date within your LA. Useful to monitor the movement of files at key transitions.

7.3 LEA Cluster Report

Report summarising transfer of CTFs between LA's. Able to select own LA and up to 9 others or produce an all-Wales report. The all-Wales summary is too large to display on screen so a CSV file needs to be created in order to view the report. Useful to monitor pupil movements and cross border transfers.

7.4 Lost Pupil (Numbers) Report

A summary of the number of lost pupil files uploaded and downloaded by or on behalf of schools in your LEA, split by age and gender.

NB Your LEA must be selected to be included in the report.

7.5 Lost Pupil (Details) Report

A detailed report of pupil records uploaded to the lost pupil database by schools in your LA allowing you to monitor usage by individual schools and check that all pupils reported in MIS returns from school where pupils have been reported as leaving with an unknown destination or who have emigrated have all been uploaded to the lost pupil area in accordance with statutory requirements.

You can produce separate reports for those children whose CTF's were sent to XXXXXXX by selecting 'missing pupils' and those whose files who were sent to MMMMMMM by selecting those 'pupils leaving the maintained sector'. Alternatively, you can select 'both'.

Selecting 'pupils now downloaded' will allow you to monitor when a pupil's CTF has been downloaded by a LA thereby resolving 'children missing education cases.

All reports can be produced as a csv file for further analysis and matching.

7.6 Generic/Other File Movement Report

This provides a detailed summary of generic zip files, PLASC and other files sent with uploading and downloading dates by schools within your LA.

7.7 LEA Administrator – Message Report

Details of messages sent within the LEA. Shows if schools have unread messages but doesn't allow you see content or sender etc.

8. Logging Off the Site

When you have finished your session on the website, you will need to log off.

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

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

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 incorporate 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 LEAs 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 LA 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
Common Transfer Files	1112222_CTF_3334444_NNN.XML	School	School
Common Transfer Files	1112222_CTF_MMMMMMM_NNN.XML	School	Lost Pupils (outside maintained sector)
Common Transfer Files	1112222_CTF_XXXXXXX_NNN.XML	School	Lost Pupils (destination unknown)
Common Transfer Files	1112222_CTF_333LLLL_NNN.XML	School	LEA
Common Transfer Files	333LLLL_CTF1112222_NNN.XML	LEA	School

Notes for Common Transfer Files

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.

MMMMMMM equals a school type other than LEA maintained.

XXXXXXX indicates unknown destination details.

NNN is user generated file number.

File Type	Valid Formats	Source	Destination
Generic Files	1113333_2224444_FFT15.ZIP	School	School
Generic Files	1113333_222LLLL_FFT15.ZIP	School	LEA
Generic Files	222LLLL_1113333_FFT15.ZIP	LEA	School

Notes for Generic Files

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.