



Department  
for Education

# **School to school (S2S) guide**

**Local authorities**

**July 2019**

# Contents

Introduction	4
Logging in to S2S	5
LA Roles/Users	6
Using S2S Menus	7
Encryption	8
Uploading Files	10
Downloading Files	11
Remove Files	11
Downloading CTF Files (pupil transfers between schools).	12
File Formats and Naming Conventions	13
Emails	14
The “Lost” Pupil Database	15
Reports	16
General Usage/Volume Report	16
School Report	16
LA Cluster Report	16
Lost Pupil Report	16
Lost Pupil (details) Report	17
Generic / Other file movements	17
LA Administrator - Message Report	17
School List Report	17
Secure Messaging	18
View/Delete Messages	18
Send Message	18

View Sent Messages	18
Message Templates	18
Create Groups	19
Automatic email notification	19
Troubleshooting	20
Support	21
Filename Formats	22

## Introduction

**S2S** is a website, freely accessible to schools and Local Authorities in England and Wales, enabling the secure transfer of data files within the sector. **S2S** offers a number of facilities for LA users not available to schools, this document advice on how to use those facilities.

- Common Transfer File transfer facilities
- Generic file transfer facilities <sup>△</sup> for any safe file types using filename convention
- Data collection file transfer facilities
- Admissions files transfer facilities
- Lost Pupil Database
- Submission of Teacher Assessment (TA) files to NAA on schools' behalf
- Secure messaging service (not email)
- Reports on file transfers

### **△ GENERIC FILES: EFFECT OF LARGE SIZES ON SYSTEM PERFORMANCE - GUIDANCE**

Although **S2S** will accept generic files up to a 10Mb limit, files approaching that size can cause performance to degrade significantly.

If possible, please split large files into sub-files (for example two or three zip files rather than one very large composite file) and send them, thus benefitting yourself and all users of the system.

# Logging in to S2S

Access to S2S is now through the Departments DfE sign in (DSI)

<https://services.signin.education.gov.uk>

**BETA** This is a new service – your [feedback](#) will help us to improve it.

# DfE Sign-in

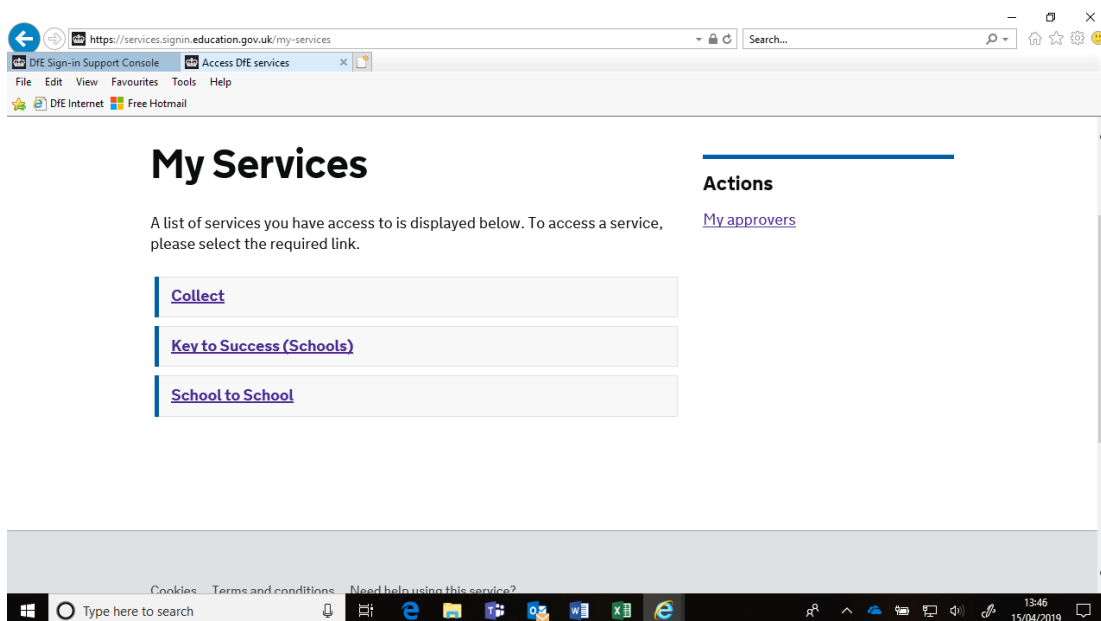
## Contents

- [Overview](#)
- I already have a DfE Sign-in account
- [I need to migrate my Secure Access account to DfE Sign-in](#)
- [I don't have a DfE Sign-in account or a Secure Access account](#)

If you are experiencing problems logging in please access the [Help Tab](#) on the Secure Access login page.

Full Secure Access guidance is published on the [Secure Access Website](#).

Once successfully authenticated, open S2S by using the link as shown above.



## LA Roles/Users

S2S supports four different LA roles/users that allow access to specific functionality (recognising that there may be several designated users within a Local Authority):

1. LA User (Source/Destination code: "LALLLL")
  - a. Can upload/download/re-download files (generic, CTF, DAZ/School Census, CFR, Exclusion, Admissions, Teacher Assessments (Download only))
  - b. Can generate reports on system usage
  - c. Can send and receive messages
2. LA Admissions (Source/Destination code: "LAADMS") Please note that you can only have one user per Local Authority.
  - a. Can upload/download/re-download admissions and generic files
  - b. Can generate reports on system usage
  - c. Can send and receive messages
3. LA Lost Pupil (Source/Destination code: "LALLLL")
  - a. Can search "lost pupils database"
  - b. Can upload/download/re-download generic files
  - c. Can generate reports on system usage
  - d. Can send and receive messages
4. LA Lost Pupil Transfer (Source/Destination code: "LALLLL")
  - a. Can search "lost pupils database"
  - b. Can upload/download/re-download files (generic, CTF, School Census, CFR, Exclusion, Admissions, Teacher Assessments (Download only))
  - c. Can generate reports on system usage
  - d. Can send and receive messages

# Using S2S Menus

**S2S** uses a simple menu system to allow users to access functions. Depending on who you are, and what access privileges you have been granted, you can perform a number of tasks.

The menu bar on the website looks like this.

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

In menus, the plus sign +| indicates that there is a submenu (this symbol should be familiar to Windows users).

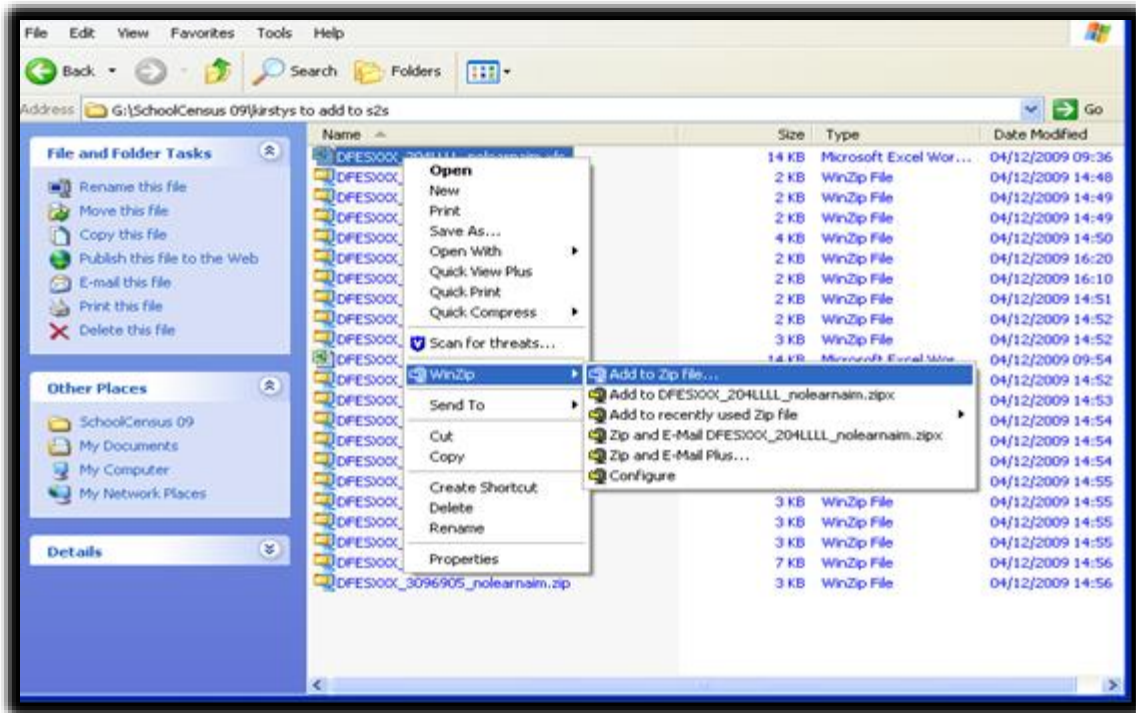
Click with your mouse on a plus sign and the menu will expand.

Click on a minus sign -| and the menu will contract.

# Encryption

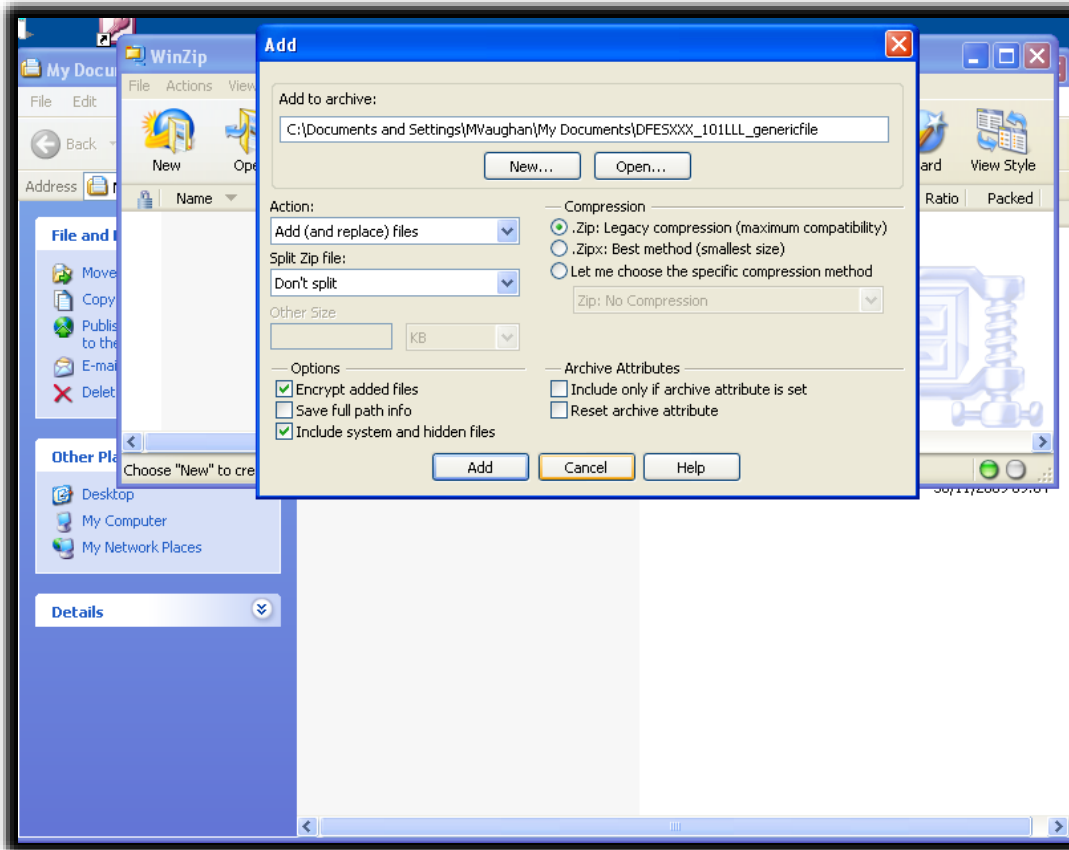
All generic files sent to DfE via S2S must be encrypted using 'Winzip', DfE's tool of choice.

1. Name the file you want to send in the S2S format eg:  
101LLLL\_DFESXXX\_max15characters.xls (101 = LA number);
2. Right click, choose WinZip and click on 'Add to zip file';



3. In the 'Compression' section highlight '.Zip Legacy compression (maximum compatibility)';
4. Under 'Options', tick 'Encrypt added files', then click 'Add';





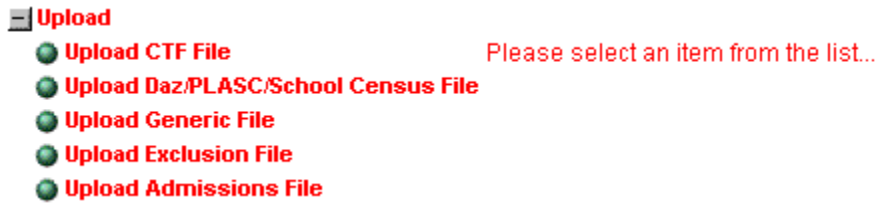
5. This will bring up the 'Encrypt' box to create a password. The password must be at least eight characters long, (please remember the password as you will have to relay it to the destination organisation.)

6. Under 'Encryption method', click '256-Bit AES (stronger).'

7. Click 'OK'. The WinZip file will have been created in the folder you have saved it in.

# Uploading Files

Select Upload from the main menu to expand the list of upload options available to you.



Select the upload option for the file type you want to send. This will take you to the File Upload Page.

## File Upload Page

Please use the Browse button to select a file for upload

**The file selected must be no more than 10Mb**

Select Folder & Filename:

Browse to locate the

file you want to upload.

Select the file and click on the Upload File button.

The system has a maximum file size for generic files of 10Mb. Please be aware that very large files of this kind will take a long time to upload or download and users have been known to “time out”.

If the Upload is successful then a simple on-screen message confirms this. When a CTF file is uploaded, an email should be received confirming the successful upload or notifying of a failure.

# Downloading Files

## Download

Please select an item from the list..

- 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 Teacher Assessment Files
- Re-Download Teacher Assessment Files
- Download Admissions Files
- Re-Download Admissions Files

Select Download from the main menu and expand the list of upload options available to you. 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 a number of 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 folder in which to save the file (follow normal Windows steps to save the file to the folder selected).

## Remove Files

Files sent in error can be removed by the recipient. If you have received a file that was not intended for you, you can simply reject the file. This will then notify the sender. If you receive a notification to inform you your file has been rejected you will need to investigate this.

## Downloading CTF Files (pupil transfers between schools).

The screen for CTF files is different from that for other file transfers. It has three “tabs”.

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

The radio button to the right allows you to look at files that have been collected by destination schools and those that have not yet been collected by destination schools.

**Files Within LEA** Incoming Files Outgoing Files

Listed below are all the files that have been collected by the destination school and available for download.

Destination School	Filename	Source School	Date Uploaded
none given	0010001 KS1 001LLL 001.XML	Test School	26/07/2005

Collected  
 For Collection

Download File Remove File

## File Formats and Naming Conventions

Every file transferred through the **S2S** system must follow the file naming convention. Each type of file transfer (for example, a Common Transfer File, a generic file etc.) has its own individual format.

The filename is used to identify the source, the destination and the type of file being sent. It is critical that the filename is correct.

**For example:**

**CTF filename format = LASSS1\_CTF\_LASSS2\_NUM.XML**

(where LASSS1 is the DfE number of the sending school, LASSS2 is the DfE number of the destination school and NUM is a number that increments each time a file is created for this destination).

**Example:** **9165402\_CTF\_8171234\_003.XML** is the third CTF file created by school 9165402 for school 8171234

## Emails

When a CTF is uploaded an email is sent to the destination school with details of the sending school and filename. At the same time an email is 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 LAs with a list of files not downloaded.

An email is sent to the recipients of a secure message.

The email address and other details held on the **S2S** school table can be checked by schools by selecting 'School details' from the menu.

## The “Lost” Pupil Database

When a pupil transfers from a school in your area and the destination school is not known, the school should create a CTF file using XXX for the destination LA and XXXX as the destination school number, and upload it. Each file should hold information on only one pupil.

The regulation is that pupils can be removed from the register if they have been continuously absent for a period of 20 days or more. The school should only do this after consulting its local Education Welfare Service, as the school and Local Authority are required to make reasonable enquiries to locate pupils before removing them from the register.

This should be [Regulation 8 of The Education \(Pupil Registration\) Regulations 2006](#)

If a pupil arrives in a school and the previous school is not known, the school should ask the LA to search the database for a matching record using gender, names or former names and date of birth. School users cannot search the lost pupil database.

When a pupil moves to a non-maintained school or one outside England and Wales then the school should use MMMMMMM as the destination code. This enables the CTF to be stored securely and to be available if the pupil returns to a maintained school.

**Exceptions** are Non-Maintained Special Schools, Service Children’s Schools or other schools which can be identified via (<https://get-information-schools.service.gov.uk>) and which are using **S2S**.

If the destination school is not using **S2S** then a CTF transfer file uploaded onto **S2S** to go to that school will be rejected; in that case the school should use MMMMMMM for the destination. Each such file should hold information on only one pupil.

Files for XXXXXXXX and MMMMMMM are loaded onto **S2S** in the same way as files for schools – the only difference is that these files can only have the details of one pupil to enable individual pupil information to be retrieved.

# Reports

There are several reports available to LAs by selecting Reports from the main menu. For each report it is possible to set a date range – the 'From' date can be left blank to include all files, the 'To' date defaults to today's date. Then click on 'Run Report'.



**Report Selection**

---

Please choose a report from the list below

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

## General Usage/Volume Report

This is a summary of the number of CTF files transferred and the number of records.

N.B. This report does not work satisfactorily for large LAs (the indexing takes too long). A workaround is in operation for LAs with more than 300 schools. Each night the report will be run so that the next day it can be printed when selecting this report – however, you cannot enter a 'from' date.)

## School Report

This provides a summary of the number of CTF files and records transferred by schools.

## LA Cluster Report

This provides a summary of transfers between schools in up to 10 LAs

## Lost Pupil Report

This provides a summary of "lost pupil" uploads and downloads by schools in all LAs or a selected group.



## **Lost Pupil (details) Report**

Details of pupils loaded onto the lost pupil database by schools in the LA – this can be produced as a CSV file for further analysis or matching.

## **Generic / Other file movements**

This provides a detailed list of Generic Zip and other files sent with dates of uploading and downloading. The report may be saved as a CSV file and analysed in spread sheet form.

## **LA Administrator - Message Report**

Details of messages sent within the LA

## **School List Report**

Provides a list of schools within the LA along with their email addresses. It is possible to select maintained schools, other schools or all schools and to sort by name or number.

# Secure Messaging

- [-] **Messages**
  - **View/Delete Messages**
  - **Send Message**
  - **View Sent Messages**
- [+] **Message Templates**
- [+] **Message Address Groups**

The secure messaging service has three menu choices:

- **Messages**
- **Message Templates**
- **Message Groups**

## View/Delete Messages

To read a message, highlight it and click on **View**; you can then **reply**, **delete** or **print**. Replies will only go to the sender of the original message and not to all other recipients.

## Send Message

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

## View Sent Messages

Enables you to see the messages sent.

## Message Templates

LAs and schools are able to create or adapt message templates for common tasks.

- [-] **Message Templates**
  - **View/Copy/Update Template**
  - **Add Template**
  - **Delete Template**

View/Copy/Update allows an existing template to be adapted by making a copy first, or to be updated if you created the original.

Users can also add or delete the templates that are automatically available to them, creating their own templates as appropriate.

## Create Groups

To set up a group of other **S2S** users or schools.

Enter Group Name below  
Random Group

Select from here to add an LEA to the group

301 Barking and Dagenham  
302 Barnet  
370 Barnsley  
800 Bath and NE Somerset  
820 Bedfordshire  
303 Bexley

Now select the type of user from that LEA

LEA Admissions  
LEA School  
LEA PLASC

Add selected LEA to group list >

**Message Address Groups**

- Add Group
- View/Update Group
- View/Delete Group

Groups can be added, edited and deleted.

To create a new group:  
first enter a group name  
and then select members as required (stipulating where they are from, and what role they play).

## Automatic email notification

For all secure messages, an automatic email is sent to a school to inform it that a message has been sent. On logging into **S2S** a warning appears if there are new messages for you.

This service may be used to request a CTF from a school, or to confirm that a pupil is moving to a school before sending a CTF, or to acknowledge that the CTF has been received.

# Troubleshooting

Local settings within Microsoft Internet Explorer can affect whether a file download is successfully or not. Should you experience any problems then the following steps should be taken:

## 1. **Enable the Automatic Download prompt in Internet Explorer**

In Internet Explorer

Click on Tools, then click on Internet Options, and select the Security tab.

Click on the Custom Level button;

When the Security Settings window appears, scroll down to Downloads. The first option is automatic prompting for file downloads.

Select Enable and click on OK - a warning appears 'Are you sure you want to change the security settings for this zone?'

Click on Yes.

The Internet Options page reappears - click on OK to complete the process

## 2. **Add S2S as a Trusted Site in Internet Explorer**

In Internet Explorer

Click on Tools, then click on Internet Options, and select the Security tab.

Click on the "green tick"  Trusted Sites icon, then click on the 'Sites' button.

Enter <https://securedatatransfer.teachernet.gov.uk/sdtlive/asp/login.asp> into the field named 'Add this web site to the zone' - click on OK to complete the process.

## Support

Should you require further support for S2S please complete a [Service Request Form](#).

## Filename Formats

File Types	Valid Formats	Source	Destination
Common Transfer File	1112222_CTF_3334444_NNN.XML 1112222_CTF_MMMMMMM_NNN.XML 1112222_CTF_XXXXXXX_NNN.XML 1112222_CTF_333LLLL_NNN.XML	School, LA	School LA DfE
<b>Notes</b>	111 equals source LA number 2222 equals source school number CTF is a constant 333 equals destination LA LLLL is a constant 4444 equals destination school number MMMMMMM school type other than LA maintained		
Foundation Stage Profiles	111LSSSS_CTF_222LLLL_NNN.XML LLL_FSP_NNN.ZIP	School LA	LA School DFE
<b>Notes</b>	LLL is the source LA number SSSS is the source school number CTF is a constant 222 is the destination LA	LLLL is a constant ZIP is a constant NNN is a user generated file number	

<b>File Types</b>	<b>Valid Formats</b>	<b>Source</b>	<b>Destination</b>
School Census	LLLSSSS_ASC_DfESXXX_NNN.XML LLLSSSS_ASC_DfESDDD_NNN.XML LLLSSSS_ASC_LLL06LL_NNN.XML	School LA	LA AS DfE
<b>Notes</b>	LLL is the source LA number SSSS is the source school number CTF is a constant 222 is the destination LA	LLLL is a constant ZIP is a constant NNN is a user generated file number	
<b>File Types</b>	LLLSSSS_SCN_LLL06LL_NNN.XML LLL_SCN.ZIP SCYYYYLLLSSSSN.DAZ	School LA	LA AS DfE
Consistent Financial Reporting	LLL is the source LA number SSSS is the source school SC is a constant DFESDDDD indicates the file is to be transferred directly to the DfE	NNN is the system generated file number YYYY is the year number N is a user generated sequence number	
<b>Notes</b>	<b>Valid Formats</b>	<b>Source</b>	<b>Destination</b>
Exclusion Files	LLLSSSS_CFR_LALLLL_NNN.XML LLLSSSS_CFR_DfESCFN_NNN.XML LLLSSSS_CFR_LLLLLLL_NNN.XML LLL_CFR.ZIP CFRYYYYLLLSSSSN.DAZ	School LA	LA AS DfE
<b>Notes</b>	LLL is the LA number SSSS is the school number CFR is a constant	LALLLL is the destination number followed by 'LLLL' constant LLLLLLL is a constant NNN is the system generated file number YYYY is the academic year N is a user generated sequence number	
	LLLSSSS_EXC_LALLLL_NNN.XML LLLSSSS_EXC_LLLLLLL_NNN.XML LLL_EXC_ZIP	School LA	LA AS DfE
	LLL is the LA number SSSS is the source school EXC is a constant	LALLLL is the destination number followed by 'LLLL' constant LLLLLLL is a constant NNN is the system generated file number	

File Types	Valid Formats	Source	Destination
NCT Files	LLLSSSS_CTF_NAALLLL_NNN.XML LLLSSSS_NCT_NAALLLL_NNN.XML LLLSSSS_CTF_NAALLyy_NNN.XML LLLSSSS_NCT_NAALLyy_NNN.XML LLLSSSS_CTF_001LLLL_NNN.XML LLLSSSS_NCT_001LLLL_NNN.XML LLLSSSS_CTF_001LLyy_NNN.XML LLLSSSS_NCT_001LLyy_NNN.XML  NAALLLL_CTF_LLLSSSS_NNN.XML NAALLLL_NCT_LLLSSSS_NNN.XML NAALLyy_CTF_LLLSSSS_NNN.XML NAALLyy_NCT_LLLSSSS_NNN.XML 001LLLL_CTF_LLLSSSS_NNN.XML 001LLLL_NCT_LLLSSSS_NNN.XML 001LLyy_CTF_LLLSSSS_NNN.XML 001LLyy_NCT_LLLSSSS_NNN.XML NAA.ZIP	School NAA	NAA School
Notes	LLL is the LA number SSSS is the school number CTF/NCT is a constant NAA or 001 is a constant – either value is acceptable LLLL as a constant	LLyy is a constant followed by the year (e.g. LL04) NNN is a user generated number (LA copies of the school to NAA files will have the original file with “LA_” added at the start)	

File Types	Valid Formats	Source	Destination
Generic Files	SSSSSSS_DDDDDD_FFT15.EXT	School LA LA ADMS DfE/AS NAW/AS Wal WJEC Base User	School LA LA ADMS DfES/AS NAW/AS Wal WJEC Base User
Notes	SSSSSSS is the source address DDDDDDD is the destination address FFT15 is variable text up to a maximum of 15 characters .EXT is file extension (anything other than .exe)	(see Generic Files section for details on composition of source/destination addresses)	

File Types	Valid Formats	Source	Destination
Admissions Files	LASSSS_ASL_LALLLL_YNNNN.XML LASSSS_ASL_LALLLL_YNNNN.ZIP LALLLL_ALT_LASSSS_YNNNN.XML LALLLL_ADT_LASSSS_YNNNN.XML LALLLL_ATF_LASSSS_YNNNN.XML LALLLL_ALT_LALLLL_YNNNN.XML LALLLL_ADT_LALLLL_YNNNN.XML ADMISSIONS.ZIP	School LA	School LA



<b>File Types</b>	<b>Valid Formats</b>	<b>Source</b>	<b>Destination</b>
<b>Notes</b>	LA is the LA number SSSS is the school number ASL, ALT, ATF and ADT are constants LLLL as a constant YY is the year (e.g. 04) NNN is a user generated number ADMISSIONS is a constant		
Key Stage 1 Files	LLL_KS1.ZIP	LA	AS
<b>Notes</b>	LLL is the LA number KS1 is constant		



Department  
for Education

© Crown copyright 2019

You may re-use this document/publication (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence v2.0. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit [www.nationalarchives.gov.uk/doc/open-government-licence/version/2](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2)  
email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

About this publication:

enquiries <https://www.education.gov.uk/form/data-collection-request-form>  
download [www.gov.uk/government/publications](http://www.gov.uk/government/publications)

Reference: DfE-00154-2019



Follow us on Twitter:  
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:  
[facebook.com/educationgovuk](https://facebook.com/educationgovuk)