Common Transfer File

CTF 20 guide, version 1.0

August 2020

Contents

Version history

The version history shows when the version was released. The "Change History" is contained within the Errata at Annex H at the end of the document.

Version	Author	Date
1	Gerard Hassett	July 2020

Summary

Purpose of this document

This document is to help schools and local authorities in England and Wales understand their responsibilities with respect to data transfer files, the processes for sending them and the data items that can be included.

Statutory obligation

All schools maintained by a local authority in England are required - when a pupil ceases to be registered at their school and becomes a registered pupil at another school in England or Wales - to send a Common Transfer File (CTF) to the new school. Schools maintained by a local authority include all phases – for example, nursery, primary, secondary – and types of schools – for example, special schools and pupil referral units (PRUs). PRUs are legally defined as schools and so references to schools in this document should be regarded as also applying to PRUs.

Academies (including free schools) are also strongly encouraged to send CTFs when a pupil leaves to attend another school.

Where a pupil transfers to a new school in Scotland or Northern Ireland the old school in England is still required to send a CTF.

What legislation does this guidance refer to?

The statutory obligation on schools in England to send CTFs is set out in the

- [Education (Pupil Information) (England) Regulations 2005 Statutory Instrument (S.I.)](#) and subsequent amendments in [The Education (Pupil Information) (England) (Amendment) 2008, The Education (Pupil Information and School Performance Information) (Miscellaneous Amendments) (England) 2013, The Education (Information) (Miscellaneous Amendments) (England) 2015,The Education (Information) (Miscellaneous Amendments) (England) 2018, The Education (Pupil Information) (England) (Amendment) 2019](#).

There is equivalent [legislation for Wales](#)

The Education (Pupil Registration) (England) (Amendment) Regulations 2016 also tell schools what that they must report to their local authority about pupils who have left the school or who have joined it. The CML and CMJ partial CTFs are designed for this purpose. See section 7 for more details.

Expiry or review date

This guidance will next be reviewed in December 2020.

1. Introduction

1.1 Purpose of this document

This document is to help schools and local authorities in England and Wales understand Common Transfer Files (CTFs) and XML data transfers (partial CTFs), including:

- their responsibilities
- when to send which file
- the processes for sending and receiving
- which data items should be included
- how to deal with files going from an English to a Welsh school and vice versa

1.2 What is a CTF?

A CTF is used to transfer pupil data when a pupil transfers from one school to another. This could be at the end of an academic year or phase of education and involve a whole cohort of pupils or it could be for a single pupil.

CTFs provide schools with valuable information about new pupils which can be automatically uploaded into their management information systems (MIS).

MISs have been developed to automatically generate CTFs from the data they hold for a pupil that is leaving the school. CTFs only include the information specified by the Department, including:

- identifiers for the pupil such as UPN, name and date of birth
- basic details such as the pupil's ethnicity and language
- a history of the pupil's free school meal eligibility and special educational needs
- the pupil's home address and details of any contacts associated with that pupil
- the pupil's attendance record at the school
- a record of the pupil's achievements at the school and where applicable previous schools
- details of any schools previously attended by the pupil.

1.3 What are xml data transfers?

XML data transfers (partial CTFs) are used to transfer pupil data within the education sector for pupils who are not moving school, for example when sending assessment records to the local authority, STA or DfE.

MIS have also been developed to automatically generate xml data transfers from the data held for a pupil. Some standard xml data transfers for particular purposes may be provided by a school's MIS which include specific data items. Schools will also be to create their own data transfers, choosing which data items from the CTF they wish to include.

1.4 How do I send a CTF or XML data transfer file?

Both CTFs and XML files are transferred using the Department's secure data transfer system School to School (S2S), access to which is via the Department's DfE Sign-in.

1.5 COVID-19

The COVID-19 pandemic has affected the recording of school assessments and attendance. For guidance on how this affects data transferred in CTFs see sections 5.3.10 and 5.3.11.

2 Requirement to send CTFs

The legislation referred to in the summary above mandates the sending of the data in CTFs withing 15 days of a pupil leaving a local authority maintained school for another school. This must be done using the CTF format, unless one of the schools does not have the systems for receiving the file. Section 9(2)(b) of the regulations states that the CTF must be sent either through the S2S system or using a secure transfer system provided by a local authority. CTFs must not be emailed, see section 9(11) of the regulations.

2.1 Importance of sending CTFs

Below are just some of the reasons why, and circumstances when, it is important for a school to send CTFs for pupils that are transferring to other schools. While some information will not be available for transfer as a result of the Coronavirus outbreak, the transfer of CTFs remains a legal requirement and many of the reasons listed below remain as important as they were previously, even in current circumstances. It should also be noted that CTFs transfer historical assessment data and this will continue to be important.

2.1.1 Pupil welfare

The transfer of CTFs enable pupils moving schools to be kept track of and ensures they do not go missing from the system. The transfer of CTFs also ensures that important information such as details of a pupil's special educational needs are immediately available to the new school.

2.1.2 Maintaining pupil progress using prior attainment

CTFs contain details of a pupil's prior attainment. A new school can use this information to inform their planning for the pupil's continuing education. Using this knowledge of prior attainment, the school is better able to meet the individual needs of each pupil with greater accuracy and maintain the momentum of their learning.

2.1.3 School value added analysis

CTF enables a new school to automatically have a complete record of a pupil's academic achievements to date. Access to this information allows a school to perform value added analysis which is reliant on data from the previous key stage.

2.1.4 Target setting

The transfer of attainment data via CTF enables targets to be set based on pupils' performance histories. A lack of performance data for a child can adversely affect the target setting process.

2.1.5 Children whose parent(s) are serving with the armed forces

CTFs are particularly important for children whose parent(s) are serving with the Armed Forces. As these children tend to move schools more frequently, the transfer of up to date and relevant information via CTF enables continuity in their education to be maintained.

MoD schools - formerly Service Children's Education (SCE) - has schools worldwide that have access to the S2S website and can therefore send and receive CTFs. MoD Schools are committed to using CTFs on a voluntary basis and point out that it is particularly important for its schools to receive CTFs for pupils transferring to them and that such transfers can often involve large numbers of children at the same time.

2.1.6 Non-maintained special schools, city technology colleges and academies

Many of these schools have MISs that are compatible with local authority maintained schools. It is important that children moving to these schools are not disadvantaged by a lack of information from their old school.

2.1.7 Independent schools

Independent schools can be given access to S2S by the Department. Many independent schools also have MISs that are compatible with those used in the maintained sector and so would be able to download CTFs.

2.1.8 Further education (FE) colleges

FE colleges will be better able to assess and plan for the provision of a new pupil from the maintained schools' sector when they have full information about the pupil's prior needs and attainment. Although there is no legal requirement for a school to transfer information to an FE college, schools are encouraged to do so on request from the FE college where a secure local method of transfer is available.

Schools must also ensure that all their obligations under the GDPR and the Data Protection Act 2018 are complied with when transferring personal information about a pupil to an FE college. For more information on the data protection legislation see section 9. Schools should seek their own legal advice and it might be necessary to seek a pupil's consent before transferring the information. Legal advisors may wish to be aware that

Section 537A(6) of the Education Act 1996 and the Education (Individual Pupil Information) (Prescribed Persons) (England) Regulations 2009 enable such a transfer of information.

3 When to send CTFs and xml data transfers

3.1 CTFs

CTFs can be generated and sent in the following circumstances:

- at the point of normal transfer between school phases. A separate CTF should be generated for each school that at least one pupil is transferring to. This file should group together all pupils known to be leaving the first school and then joining the second school
- for a single pupil who changes school between school phases
- to send details of all leavers to the maintaining local authority for onward transfer
- when a pupil is leaving the school and no destination is known. A CTF should be generated for each pupil and sent to the "Lost Pupil's Database" (LPD). The term "Lost Pupils Database", is used in this document because it is a widely understood term. However, it is misleading as the pupils are not "lost". It would be more accurate to say that pupils' transfer records are placed there because the correct destination is not known.
- when a pupil is leaving the school and the destination is known to be a school outside the state funded sector in England and Wales. A CTF should be generated for each pupil
- when a pupil has left a school. For example, on receipt of a request from a subsequent school for a CTF because a pupil has arrived at that school

There are situations when it is not considered appropriate to transfer a CTF to a new school. Each case would need to be judged on its own merits, in consultation with relevant parties that might include:

- the school
- the police
- child protection worker
- social worker
- CME (children missing education) contact in the local authority
- other local authority contacts

Circumstances when it is not appropriate to pass on information about a pupil via a CTF might include:

- a family escaping a violent partner
- the family being in a witness protection programme
- the pupil being adopted

In the first two examples above it may not be desirable for the "old" school to know where the pupil has gone to ensure this cannot be accidentally divulged. If a family is in a witness protection programme the "new" school should also not know where the pupil

has come from as this could enable the pupil to be linked back to their previous identity. It is important that an adopted child cannot be identified through their school history and so a new school should not know the previous school an adopted child attended and vice versa.

In each case the "old" school needs to be involved in deciding what to do because it is that school's responsibility to send a CTF to

- the next school that a pupil attends or
- the Lost Pupils Database (LPD) area of the S2S secure transfer site when they do not know which school the pupil will next attend

If there is agreement that basic details about a child and their prior attainment should not be passed on to the new school, then the old school needs to be advised what to do. This might be to send a CTF to the local authority. The local authority may then pass on any agreed information to the new school.

If it is not appropriate for a new school to know where a child has come from, then it is important that the old school does not send a CTF to the LPD. If this is done it would be possible for the local authority of the new school to find the CTF, identify the old school the pupil attended and forward the CTF to the new school.

In cases of a family escaping a violent partner, it is important that the child's previous school is not advised of the child's current whereabouts. There are cases where the violent partner is in fact employed at the old school and could have access to data stored at the old school. In some local authorities it has been agreed, in such instances, that the Pupil Tracking Team will explain to the child's old school that investigations are being made as to the child's whereabouts and that the child's CTF needs to be sent to the LPD. The Pupil Tracking Team will then be able to directly forward the child's CTF on to the new school. Alternatively, it may be more appropriate for the CTF to be sent direct to the local authority.

If the family is in a witness protection programme, then the LPD is the best place to send the CTF. The CTF will not be downloaded as the pupil's name will have been changed and a new UPN issued. In these circumstances, there should not be any attempt to establish and record prior attainment for the child.

Advice on UPNs and adopted pupils can be found on the [Department's website](#).

3.2 XML data transfers

XML data transfers can be generated for a range of purposes including:

- to transfer data between a MIS and a separate piece of software in use in a school for example, a separate "assessment system" and vice versa

- to transfer current data on pupils to Analyse School Performance (ASP) (England only)
- to transfer EYFSP, Phonics or KS1 data to the maintaining local authority
- to transfer EYFSP data to DfE (via COLLECT)
- to transfer teacher assessment (TA) data to the responsible agency for pupils entered for end of key stage assessments (England only)
- to transfer pupil details in order to obtain results of eligibility for free school meals or for obtaining a ULN from the Learning Records Service (LRS) via S2S
- to transfer data to local authorities when a pupil is added to or removed from the admission register at a non-standard transition point (CMJ and CML files)

4 Processes for transferring CTFs

4.1 Generation of a CTF

Figure 1 shows the basic process for generating a CTF.

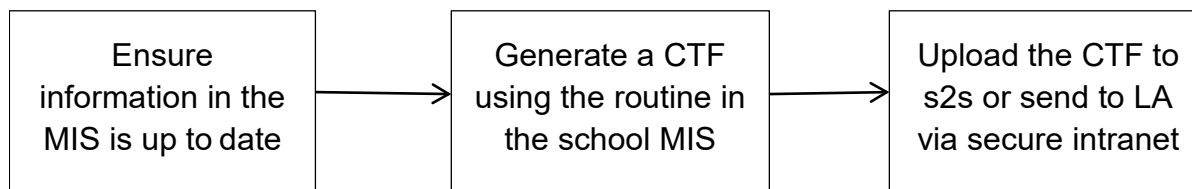| Ensure information in the MIS is up to date | → | Generate a CTF using the routine in the school MIS | → | Upload the CTF to s2s or send to LA via secure intranet |

Figure 1

The following basic principles also apply:

- A CTF should be generated for every pupil that leaves a school. This includes pupils for whom
    - the destination is not a state funded school in England or Wales
    - the destination is not known
- A CTF should be generated and sent as soon as the destination is known.
- A CTF can be created and sent before a pupil leaves the school.
- Creating a CTF does not take a pupil "off roll" or assign leaving dates.
- More than one CTF can be created and sent for the same pupil.

A CTF should be generated for every pupil who leaves a school at the point of normal transfer between school phases, for example, from primary to secondary school. This file should group together all pupils known to be leaving to join the same new school.

Where a pupil is leaving the school and the destination is known to be a school outside publicly funded/maintained sector in England and Wales, a file should be generated for each pupil and the destination shown as local authority number MMM and school number as MMMM.

If the school outside England and Wales is an MoD School (formerly Service Children's Education (SCE)), a file can and should be sent to the school in the normal way. The LA number of MoD schools is 702. The school Estab number is available on [Get information about schools](#) for English schools and from [the address list of schools](#) for Welsh schools. If there is doubt as to which MoD school a pupil is transferring, a file can be sent to MoD using 702LLLL as the destination.

Schools do not need to wait for a request from a subsequent school before creating a CTF for a pupil. If, at the point of leaving, the school does not know the next school that the pupil will be attending, a CTF should be generated with the destination shown as LA number XXX and school number as XXXX.

4.2 File names for CTFs

The school MIS will automatically generate a file name that is appropriate for the destination of the file. The file name will always be in one of the formats given in the examples below.

Examples of file names are given below.

4.2.1 CTF from a school to another school

The file name will always be in the following format: LLLsss1_CTF_LLLsss2_num.xml

Where LLLsss1 is the DfE number of the school sending the CTF, LLLsss2 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.

4.2.2 CTF from a school when the destination is not known

When a pupil is leaving a school but the destination is not known, XXXXXXX should be used in place of LLLsss2.

Example: 8012000_CTF_XXXXXXX_001.xml

4.2.3 CTF from a school to the local authority

When a CTF is sent from a school to its maintaining local authority, LLLL should be used in place of sss2, to show that the destination is the local authority.

Example: 8012000_CTF_801LLLL_001.xml

4.2.4 CTF to a school outside the state funded sector

When a CTF is sent from a school and the destination is known to be outside the state funded sector in England or Wales, MMMMMMM should be used in place of LLLsss2.

Example: 8012000_CTF_MMMMMMM_001.xml

4.3 Generation of xml data transfers

There should be a facility in the MIS to generate xml data transfers (partial CTFs). This may be through de-selecting unwanted data items from those included in a CTF or through the use of standard xml data transfers provided for different purposes by the MIS.

4.4 File names for xml data transfers

In order to enable identification of the use of an xml data transfer from its file name, the codes in the following table should be used in place of "CTF" in the file name.

Code	Type of Partial CTF
FSP	Partial CTF containing Early Years Foundation Stage data
KS1	Partial CTF containing Key Stage 1 data
KS2	Partial CTF containing Key Stage 2 data
KS3	Partial CTF containing Key Stage 3 data
ULN	Partial CTF containing Unique Learner Number data
FSM	Partial CTF containing Free School Meal eligibility data
PHO	Partial CTF containing Y1 phonics check data
OTH	Partial CTF containing data items selected by user
FPH	Partial CTF containing Welsh Foundation Phase data
WNT	Partial CTF containing Welsh National Tests
CMJ	Partial CTF containing pupils who joined the school
CML	Partial CTF containing pupils who left the school

XML data transfers should have file names in the following format:

- LLLsss1_FSP_LLLsss2_num.xml for a file containing FSP data
- LLLsss1_KS1_LLLsss2_num.xml for a file containing Key Stage 1 data
- LLLsss1_KS2_LLLsss2_num.xml for a file containing Key Stage 2 data etc

When an xml data transfer is sent from a school to the STA, NAALLLL should be used in place of LLLsss2. (NAA are the initials of the National Assessment Agency which preceded both the STA and QCDA).

Example: 8012000_KS2_NAALLLL_001.xml

When an xml data transfer is sent from a school to LRS to obtain ULNs, XXXXXXX should be used in place of LLLsss2.

Example: 8012000_CTF_XXXXXXX_001.xml and the file should be returned to the school in the format XXXXXXX_CTF_8012000_001.xml

Two other partial CTFs (CMJ and CML) enable schools to meet the obligations placed on them by The Education (Pupil Registration) (England) (Amendment) Regulations 2016 as explained in the [children missing education guidance](#). The regulations oblige schools to

return information on pupils who have been added to, or removed from, the school register other than at the beginning of the first year of education or the end of the final year of education normally provided by the school. The local authority may request a return in other cases as well. The legal obligation is for the data to be returned, it does not necessarily have to be via the use of this file. Local authorities will need to exchange information as well, but such arrangements will be made at the discretion of local authorities.

The CMJ and CML files have near identical specifications but different names to allow for identification. The CMJ file should be used when transferring data about pupils who have just joined the school (that is, been added to the register). The CML file should be used for pupils who have been or are about to be removed from the register.

In some cases, schools will generate CML files including predictions of data relating to pupils. Receivers of these files should bear in mind that these are predictions and that files received later may contain more up to date data. Later files should be regarded as more reliable sources of information in most cases.

For more details of the CMJ and CML files, see section 7.

4.5 Sending a CTF or xml data transfer

There are two methods of transferring a CTF or xml data transfer to a system outside of the school environment:

- through an intranet provided for that purpose by or on behalf of a local authority. The intranet might include a secure transfer facility within a local authority using software which regularly "looks into" a specified "outbox" on each school's server and collects any files found there
- through an internet website or other facility provided for that purpose by or on behalf of the Department. This is currently the S2S secure transfer website - more details can be found on the S2S section of the Department's website.

Schools should also be monitoring files sent to receiving schools which have not been downloaded from S2S. If a repeat request is subsequently received the school should actively check their records and, if appropriate, direct the requesting school to the file on S2S.

Access to S2S is within DfE Sign-in.

Once S2S has been accessed the following steps should be followed to send a CTF or xml transfer:

- click on **Upload**
- click on **Upload CTF**
- use the **Browse** button to locate the drive and directory where your CTF is stored

- **select** the correct file
- proceed with the **upload**

4.6 Receiving a CTF or xml data transfer

Figure 2 shows the general process for receiving a CTF.

```
┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ Email from s2s or   │      │ Download CTF to     │      │ Import CTF into     │
│ notification via LA │ ───> │ school computer     │ ───> │ school MIS          │
│ intranet            │      │                     │      │                     │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘
```
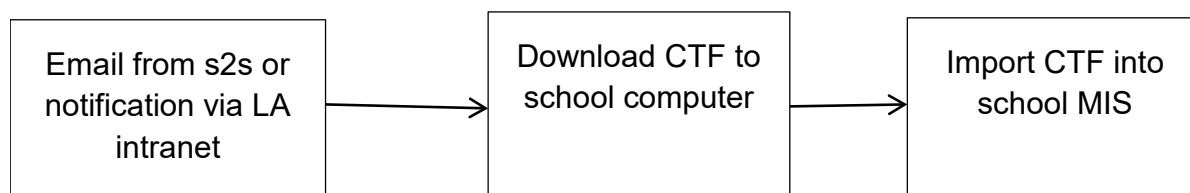
Figure 2

Schools are notified by email if there is a CTF waiting for them to download from the Department's S2S website. Local authorities will have their own arrangements for schools if a local authority intranet is used.

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

If a pupil arrives at a new school without a CTF but the details of the old school are available, the new school needs to contact the old school and request they send the pupil's CTF.

Should a child arrive at a new school without a CTF and it is established that the CTF has been sent to another school, the sending school needs to contact the incorrect school to advise them of the facts. The sending school must then resend the CTF to the correct receiving school.

If a pupil arrives at a school and a CTF file for that pupil does not reach the school and it is not possible to identify the pupil's previous school to request a CTF, the new school should contact the relevant person in the local authority (for example, CME contact, data collection contact, Education welfare officer (EWO) contact) and ask that person to search the LPD area of the S2S secure transfer site to see if a CTF for the pupil has been posted there. This can be downloaded by the local authority and sent to the new school.

In the same way that items can be de-selected when generating and sending a CTF or xml data transfer, it is possible for a school to choose to not include certain items when importing a CTF or xml data transfer into its MIS. For example, some details of the pupil

may already have been manually entered into the MIS before the CTF was received and may therefore be more up to date than those included in the CTF, for example, address.

4.6.1 Downloading a CTF or xml transfer from S2S

To receive a CTF or xml data transfer from S2S, access S2S in the same way as described for sending a CTF. Then take the following steps:

- click on Download CTF
- select the CTF and check the basic pupil details shown
- click on Accept or Reject as appropriate
- click on Yes to confirm the download
- identify the directory in which the file should be saved and save as normal for files within the computer system
- import the CTF into the MIS

4.6.2 Downloading a CTF from the Lost Pupils Database

Local authority users with "LEA Lost Pupil" or "LEA Lost Pupil Transfer" S2S user access rights are able to initiate searches of the LPD when their schools report that a pupil has arrived without a CTF.

If a pupil arrives at a school without a CTF then the school should contact their local authority providing details of the pupil and their previous school name/location (if known). These details should be used by the local authority to conduct a search of the LPD. For details please see the S2S user guides.

5 CTF content

5.1 List of modules

A CTF comprises a number of containers or modules and may include one or more pupils. The school MIS should automatically generate and include in a CTF all those modules where data is available in the MIS for the pupil(s) for whom the CTF is being generated. Some data items are required and must be included in the CTF whereas others are only included where they are available. Schools should ensure that required data items are populated in the MIS before a CTF is generated. The modules within a CTF are listed below:

- Pupil identifiers
- Basic details
- FSM eligibility history
- Looked after children
- SEN history
- Address
- Phones
- Email
- Contacts
- Attendance [See Note 5.3.10]
- Stage assessments [See Note 5.3.11]
- School history
- Wales (for CTFs generated by Welsh schools)

5.2 List of data items

The data items included in a CTF are listed below. CBDS Ref is the number of the data item in the Common Basic Data Set (CBDS). Where the Welsh Government's CBDS differs, the Welsh CBDS reference number is given also. The CBDS references given for the Wales module are for the Welsh CBDS which can be accessed on the DEWi site. Some software suppliers, the Welsh Government and others tend to use xml tags to identify data items rather than the data item name so the xml tags are included for ease of reference. Further information about the data items is given in section 3.3

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00001	Unique Pupil Number (UPN)	<UPN>	Pupil identifiers	

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00011	ULN	<Unique Learner Number>	Pupil identifiers	
N00180	Unique Candidate Number (UCI)	<UCI>	Pupil identifiers	
N00003	Pupil/Child Surname	<Surname>	Pupil identifiers	
N00004	Pupil/Child Forename	<Forename>	Pupil identifiers	
N00006	Pupil/Child Date of Birth	<DOB>	Pupil identifiers	
N00007	Pupil Gender	<Gender>	Pupil identifiers	
N00002	Former UPN	<FormerUPN>	Basic details	
N00010	Pupil/Child Preferred Surname	<PreferredSurname>	Basic details	
N00008	Pupil Former Surname	<FormerSurname>	Basic details	
N00009	Pupil/Child Preferred Forename	<PreferredForename>	Basic details	
N00005	Pupil/Child Middle Names	<MiddleNames>	Basic details	
N00182	Pupil's Actual National Curriculum Year Group	<NCyearActual>	Basic details	
N00177	Child Ethnicity	<Ethnicity>	Basic details	Wales use 100022

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00198	Source of Pupil Ethnicity Code	<EthnicitySource>	Basic details	
N00107	Language Type	<LanguageType>	Basic details	Wales use 190150
N00015	Language Code	<Language>	Basic details	Wales use 190151
N00093	Service Child Indicator	<ServiceChild>	Basic details	
N00025	Pupil Medical Flag	<MedicalFlag>	Basic details	
N00622	Type of Disability	<Disability>	Basic details	
N00017	Pupil/Child Enrolment Status	<EnrolStatus>	Basic details	
N00012	Pupil Free School Meal Review Date	<FSMreviewDate>	FSM history	
N00142	FSM Eligibility Start Date	<FSMstartDate>	FSM history	
N00143	FSM Eligibility End Date	<FSMendDate>	FSM history	
N00277	Country of UK	<UKcountry>	FSM history	
N00013	In Care Indicator	<InCare>	Looked After Children	
N00014	In Care – Caring Authority Code	<CareAuthority>	Looked After Children	
N00628	Concerns about moving school	<MoveConcern>	Transient Child	
N00629	Concerns about parents' deployment	<DeployConcern>	Transient Child	

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00630	Concerns about parental separation	<SepConcern>	Transient Child	
N00631	Details of school concerns	<ConcernDetails>	Transient Child	
N00632	Date of assessment	<DateOfAssessment >	Transient Child	
N00028	Pupil Date Placed Upon Stage	<StartDate>	SEN history	
N00209	SEN Provision	<SENprovision>	SEN history	Wales use 100077
N00206	SEN End Date	<EndDate>	SEN history	
N00207	SEN Need start date	<NeedStartDate>	SEN history	
N00208	SEN Need end date	<NeedEndDate>	SEN history	
N00024	Pupil SEN Type Ranking	<SENtypeRank>	SEN history	
N00166	Pupil SEN Type Code	<SENtype>	SEN history	
N00030	SAON	<SAON>	Address	
N00031	PAON	<PAON>	Address	
N00032	Street	<Street>	Address	
N00033	Locality	<Locality>	Address	
N00034	Town	<Town>	Address	
N00035	Administrative Area	<AdministrativeArea >	Address	

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00036	Post Town	<PostTown>	Address	
N00185	Unique Property Reference Number	<UniquePropertyReferenceNumber>	Address	
N00040	Address Line 1	<AddressLine1>	Address	
N00041	Address Line 2	<AddressLine2>	Address	
N00042	Address Line 3	<AddressLine3>	Address	
N00043	Address Line 4	<AddressLine4>	Address	
N00044	Address Line 5	<AddressLine5>	Address	
N00119	County	<County>	Address	
N00037	Postcode	<PostCode>	Address	Wales use 100120
N00050	Zip Code	<Zip>	Address	
N00144	Country Name Free Text	<Country>	Address	
N00038	Property Easting	<Easting>	Address	
N00039	Property Northing	<Northing>	Address	
N00089	Contact Telephone Type	<TelephoneType>	Phones	
N00231	Contact Telephone Number	<PhoneNo>	Phones	
N00220	Contact Email Address	<Email>	Email	
N00045	Contact Priority	<Order>	Contacts	
N00046	Contact Title	<Title>	Contacts	

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00003	Contact Last Name	<Surname>	Contacts	
N00004	Contact First Name	<Forename>	Contacts	
N00047	Contact Middle Name	<MiddleNames>	Contacts	
N00048	Contact Gender	<Gender>	Contacts	
N00092	Contact Relationship to pupil/child	<Relationship>	Contacts	
N00049	Contact Responsibility to Pupil	<Responsibility>	Contacts	
N00121	Address as Pupil	<AddressAsPupil>	Contacts	
N00030	SAON	<SAON>	Contacts	
N00031	PAON	<PAON>	Contacts	
N00032	Street	<Street>	Contacts	
N00033	Locality	<Locality>	Contacts	
N00034	Town	<Town>	Contacts	
N00035	Administrative Area	<AdministrativeArea>	Contacts	
N00036	Post Town	<PostTown>	Contacts	
N00185	Unique Property Reference Number	<UniquePropertyReferenceNumber>	Contacts	
N00040	Address Line 1	<AddressLine1>	Contacts	
N00041	Address Line 2	<AddressLine2>	Contacts	

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00042	Address Line 3	<AddressLine3>	Contacts	
N00043	Address Line 4	<AddressLine4>	Contacts	
N00044	Address Line 5	<AddressLine5>	Contacts	
N00119	County	<County>	Contacts	
N00037	Postcode	<PostCode>	Contacts	
N00050	Zip Code	<Zip>	Contacts	
N00144	Country Name Free Text	<Country>	Contacts	
N00038	Property Easting	<Easting>	Contacts	
N00039	Property Northing	<Northing>	Contacts	
N00090	Contact Telephone Type	<TelephoneType>	Contacts	
N00231	Contact Telephone Number	<PhoneNo>	Contacts	
N00220	Contact Email Address	<Email>	Contacts	
N00602	Attendance Year	<Year>	Attendance	
N00216	LA Number	<LEA>	Attendance	
N00279	DfE Establishment Number	<Estab>	Attendance	
N00278	Establishment Unique Reference Number	<URN>	Attendance	

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00230	School Name	<SchoolName>	Attendance	
N00052	Possible Sessions	<SessionsPossible>	Attendance	
N00054	Sessions missed due to Authorised Absence	<SessionsAuthorised>	Attendance	
N00053	Sessions Attended	<SessionsAttended>	Attendance	
N00055	Sessions missed due to Unauthorised Absence	<SessionsUnauthorised>	Attendance	
N00051	Attendance period start date	<AttendanceStartDate>	Attendance	
N00165	Attendance marks for all sessions	<AttendanceMarks>	Attendance	
N00156	Assessment Identifier	<Stage>	Stage assessments	
N00088	Assessment Locale	<Locale>	Stage assessments	
N00602	Assessment Year	<Year>	Stage assessments	
N00134	Assessment Subject	<Subject>	Stage assessments	Wales use 100271
N00062	Assessment Type	<Method>	Stage assessments	
N00063	Assessment Component	<Component>	Stage assessments	

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00061	Assessment Result Indicator	<ResultStatus>	Stage assessments	
N00200	Component Result Type	<ResultQualifier>	Stage assessments	
N00064	Component Result	<Result>	Stage assessments	
N00094	Assessment Date	<ResultDate>	Stage assessments	
N00216	LA Number	<LEA>	School history	
N00147	DfE Establishment Number	<Estab>	School history	
N00278	Establishment Unique Reference Number	<URN>	School history	
N00057	School Name	<SchoolName>	School history	
N00018	Pupil Entry Date	<EntryDate>	School history	
N00019	Pupil Leaving Date	<LeavingDate>	School history	
N00179	Leaving Reason	<LeavingReason>	School history	
N00210	Grounds for removal	<Removal Grounds>	School history	
N/A	Pupil Fluency in Welsh	<SpeakWelsh>	Wales	190050

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N/A	Pupil Welsh at Home	<HomeWelsh>	Wales	190051
N/A	Pupil National Identity	<NationalIdentifty>	Wales	190001
N/A	Source of Pupil Ethnicity Code	<EthnicitySource>	Wales	100023
N/A	Welsh Source	<WelshSource>	Wales	190052
N/A	English as additional language (Wales)	<EALAcquisition>	Wales	190100
N/A	Source of pupil language code	<LanguageSource>	Wales	190152
N/A	Curriculum and teaching methods	<SENCurriculumandTeachingMethods>	Wales	190010
N/A	Grouping and support	<SENGroupingandSupport>	Wales	190011
N/A	Specialised resources	<SENSpecialisedResources>	Wales	190012
N/A	Advice and assessment	<SENAdviceandAssessment>	Wales	190013
N00016	Date of Entry	<DateEntry>	Wales	
N/A	FSM Transitional Protection	<FSMTransitionalProtection>	Wales	190183
Fields only used in CMJ and CML files				
N00626	Address Start date	<AddressStartDate>	CME	

English CBDS Ref	Data item	xml tag	Module	Welsh CBDS Ref (as English except where noted)
N00627	Address End date	<AddressEndDate>	CME	

5.3 Guidance for modules and data items

5.3.1 Pupil identifiers

The following pupil identifiers **must** be included in all CTFs:

- Unique Pupil Number (UPN)
- Pupil/Child Surname
- Pupil/Child Forename
- Pupil/Child Date of Birth
- Pupil Gender

UPN is a 13 character identifier which identifiers each pupil in England uniquely. Further information about UPNs and their generation can be found on the Department's website.

Pupil/Child Surname should be the full legal surname (derived from family, clan or marital association) of the child, as written.

Pupil/Child forename should be the given first name of the child, not common contractions.

ULN, <UniqueLearnerNumber> should be included in a CTF where it is known. For information on obtaining ULNs see Section 6.2

Unique Candidate Number (UCI) should also be included in a CTF if it is known.

5.3.2 Basic details

The basic details module holds other identifiers and characteristics of pupils. The following data items **must** be included in a CTF:

- Child Ethnicity
- Language Type, where it equals "First language"
- Language Code, for the pupil's first language

Whilst a pupil's ethnicity will be transferred via CTF, the new school may wish to consider collecting it again, especially if the source of the ethnicity code is also transferred in the CTF and shows that the pupil or parent is not the source. A school may also wish to

record ethnicity as not yet obtained until it has the opportunity to check it with the pupil/parent.

Whilst other languages can be recorded in MIS, only a pupil's first language should be included in CTF.

The following should be included where they are available:

- Former UPN
- Pupil/Child Preferred Surname
- Pupil Former Surname
- Pupil/Child Preferred Forename
- Pupil/Child Middle Names
- Pupil's Actual National Curriculum Year Group
- Source of Pupil Ethnicity Code

If a pupil has held another UPN whilst at a school, then this should be included in a CTF. For example, a temporary UPN may have been allocated when the pupil was first admitted to the school, but subsequently replaced by the permanent UPN once it was obtained from the previous school.

A pupil may have a preferred surname, different to that of their full legal surname, which is commonly used in the school.

If a pupil's former surname is known to the school then this should be included in a CTF. Schools need not and should not take any special steps to establish the existence of former surnames of which they are not already aware. If the pupil has more than one former surname, then the most recent should be recorded and included.

Middle names, where known, should be included in full, not shortened or familiar versions. If a pupil has no middle names, then this data item should be left blank in the MIS.

The actual national curriculum year group should be the year group in which the pupil is taught for the majority of their time, regardless of their chronological age.

Enrolment status at the time of a CTF transfer is useful for local authorities and their systems will be set up to import this value from a CTF. School MIS will be set up to ignore this data item. Enrolment status is recorded using one of the following codes: C (current – single registration), M (current main – dual registration), S (current subsidiary – dual registration), G (guest pupil).

The other data items do not need to be recorded in a school's MIS, but schools may choose to do so, and so their transfer in a CTF is optional.

- Ethnicity source: indicates whether the pupil's ethnicity has been provided by the pupil themselves or their parent/guardian. In Wales the Ethnicity source can also be the current school, a previous school or 'other'.
- Pupil Medical Flag: this indicates that the school holds medical information for the pupil.
- Type of Disability: this may contain the values 'none', 'not collected' or up to 15 different values as defined by the code set in the CBDS. Type of Disability does not apply to Wales.

5.3.3 Free school meal eligibility history

This module holds information about a pupil's current or historical free school meal (FSM) eligibility and this should be included in a CTF where it is available.

Pupils should be recorded as eligible for free school meals only if a claim for free school meals has been made - by them or on their behalf by parents - and either; (a) the relevant authority has confirmed their eligibility or, (b) the school or the local authority have seen the necessary documentation (such as an income support order book) that supports their eligibility, and the administration of eligibility for the free meals is to follow as a matter of process. Conversely, if pupils are in receipt of a free meal but there is confirmation that they are no longer eligible then entitlement should be revoked.

Periods of FSM eligibility are indicated by start and end dates in order to provide the data for funding of the Pupil Premium. The provision of additional funding via the Pupil Premium directs extra funding to those children from deprived backgrounds and is based on their eligibility for free school meals in any Census (School, PRU or Alternative Provision) in the last six years – known as "FSM Ever". In order for schools to determine which pupils attract the Pupil Premium, it is recommended that they hold FSM eligibility histories in their MIS and ensure that these histories are transferred via a CTF when pupils leave the school.

Any period of FSM eligibility transferred via a CTF from 1 January 2013, which is on-going or ended on or after that date, should have a system generated associated UK country code attached. This shows the country in which the pupil was eligible for FSM for that period. Periods of FSM eligibility outside of England do not attract the pupil premium and so this is an important data item for funding purposes. For periods of FSM eligibility that ended before 1 January 2013, UK country code is not expected to be present as this code had not officially been introduced then. However, if systems have been populated with the country code prior to 1 January 2013 it can be included in a CTF.

5.3.4 Looked after children

If a pupil is looked after by the local authority, then the two data items from this module should be included in a CTF:

In Care Indicator (a simple true/false flag) and,

In Care – Caring Authority Code (to show the 'originating' authority where the child was originally placed in public care and which looks after the child for the purposes of the Children Act 1989. More information can be found in the DfE's guide to [promoting the education of looked after children](#).

5.3.5 SEN history

This module **must** be included in CTF for children with SEN provision equal to Education Health and Care Plan, SEN support or, in Wales, Statement.

Only alphabetic values as specified in the CBDS code set are valid for SEN provision.

SEN provision at the time the pupil leaves the school must be provided but it is also important to ensure that earlier (different) SEN statuses / provisions are transferred with the relevant dates in a CTF. The prior history of when a pupil started on each "SEN Provision" will be useful to the school receiving the CTF, for example to know when a pupil was first identified as having a special educational need and the accompanying action put in place.

The SEN need must be present at least once if SEN provision is S, E or K ('S' for 'Statement' is still a current value in Wales, though not in England). SEN needs can change under a given provision, for example following the review of an Education Health and Care plan. In those cases a CTF may be used to transfer the dates when individual needs started or ended within a single provision using the need start and end date fields.

Pupil SEN Type Ranking and Pupil SEN Type Code should only be provided for current provision and should not be provided for historic SEN Provision. A pupil can however have a number of separate needs and these can be recorded in MIS and transferred in CTF for the current provision.

The SEN history is mandatory for CTF transfers between schools in Wales. It may be excluded from a file created by a Welsh school if the destination school is an English school and the only entry for SEN provision is N.

5.3.6 Address

Address information about the pupil where it is available should be included in one of two formats:

EITHER BS7666 address format which contains the following data items

- SAON, BS7666 Secondary Addressable Object Name, flat or apartment name, or number of other sub-division of a dwelling
- PAON, BS7666 Primary Addressable Object Name, dwelling name and/or number

- Street, street name or street description that has been allocated to a street by the street naming authority
- Locality, this refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets, it is defined as a locality in its own right
- Town, the town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district
- Administrative Area, this is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group or London
- Post Town, the Post Office usually assigns these based on sorting offices
- Unique Property Reference Number, a unique identifier for each land or property unit

OR Address Lines which contains the following data items:

- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- Address Line 5

If BS7666 address format is used then PAON and Street must be included as well as at least one of Locality, Town and Administrative Area. If Address Lines format is used, then Address Line 1 must be included.

Both address formats share the following data items:

- County, allows the county name to be used in addresses
- Postcode
- Zip Code, international post code
- Country Name Free Text, free text country name
- Property Easting, easting coordinate for mapping an address
- Property Northing, northing coordinate for mapping an address

CMJ and CML files

When used as part of a CMJ or CML file the address container should only contain the pupil's current address and the next address applicable for that pupil. When a CML file is sent to a local authority to notify them that a pupil is being removed from the register the file must contain the address the pupil is expected to live at, if that is different from the current address. A history of previous addresses is not to be included.

Address Start and Address End dates should be filled in for these files, where known.

5.3.7 Phones

Telephone number(s) for the pupil where available should be included. More than one telephone number can be recorded and included in a CTF.

5.3.8 Email

Where available an email address for the pupil should be included in a CTF.

5.3.9 Contacts

Where available, information about the various contact names that are recorded against a pupil should be included in CTF. Any number of contacts may be included.

If the address of the adult contact is the same as that for the pupil, then 'Address As Pupil', should be "true" and the address will not need to be included again in the CTF. More than one telephone number can be provided per contact.

'Contact Priority', or 'Order', is the priority order in which to call the contact names provided. Contact relationship to pupil/child, includes values such as mother, father, other family member, doctor. Contact responsibility to pupil, indicates whether or not the contact has parental responsibility for the pupil. Information about parental responsibility can be found on the [Department's website](#).

5.3.10 Attendance

The following information about the attendance of the pupil for the school year in which the pupil transferred schools **must** be included in CTFs.

- Attendance Year, the year at the start of the academic year to which the attendance data relate, for example, 2020 for the academic year 2020/21.
- Possible Sessions, the number of possible sessions during the reporting period. There are two sessions for each school day – morning and afternoon. See note below about 'Attendance during COVID-19'.
- Sessions Attended, the number of sessions attended by the pupil during the reporting period.
- Sessions missed due to authorised absence, absence which has been authorised by a teacher or other authorised representative of the school. See note below about 'Attendance during COVID-19'.
- Sessions missed due to unauthorised absence, unauthorised absence is absence without leave from a teacher or other authorised representative of the school. See note below about 'Attendance during COVID-19'.

If the above attendance information is held in the MIS for previous years for a pupil then this should also be transferred in a CTF.

The following data items would normally be used to transfer data from a school to its maintaining local authority.

- Attendance period start date, date of the start of term
- Attendance marks for all sessions, pupil level morning and afternoon registration marks. This data item is a concatenation of all session attendance codes for each pupil. The meanings for Codes Y and # differ between England and Wales and it is important to be aware that attendance codes Y and # transferred from Welsh schools via a CTF have a different meaning, and vice versa. For further details see the English and Welsh CBDSs. When following the link to Welsh CBDS, click on 'Software Development Forum' and follow the links from there.

Sessions are recorded from the start of the academic year and are cumulative to the date of extraction (or beyond if future dates such as holidays, are recorded in advance). Future sessions are otherwise populated with code - (dash). This information should be included in any CTF from a Welsh school.

Attendance during COVID-19

Schools were advised how to record attendance here during the coronavirus outbreak.

Schools receiving CTFs should be aware that attendance data covering the period of the coronavirus (COVID-19) outbreak will not be comparable to attendance data from other periods and are asked to exercise caution and professional judgement in drawing any conclusions. For example, totals of possible sessions may not be consistent between different schools due to different patterns of opening and consequently the figures relating to percentages of sessions attended are unlikely to be directly comparable between schools or between time periods.

5.3.11 Key Stage assessments

A pupil's cumulative achievements in education **must** be included in CTFs. The results of the teacher assessment for all key stages that have been completed (see below for COVID-19 related exceptions) should be included and, where the pupil has not completed any key stage or is between key stages at the point of transfer to another school, the most recent assessment entered for the pupil in the school's MIS.

The following data items should be included in a CTF for each key stage completed and/or the most recent assessment:

- Assessment Identifier or stage; identifies the assessment being taken by the pupil, such as, early years foundation stage, end of key stage 1, end of key stage 2.
- Assessment Subject; identifies the subject assessed for the key stage.
- Assessment Type; the method of assessment, such as task / test, teacher assessment.
- Assessment Component; the subject component within each type of assessment.

- Component Result Type; the component type result such as national curriculum test mark, phonics screening check outcome and so on.
- Component Result; the result of components within each type of assessment.

Valid values for these data items can be found in the English and Welsh versions of A_Comp.

The following should also be included:

- Assessment Locale, indicates whether the assessment locale is England or Wales.
- Assessment Year, calendar year of the assessment.
- Assessment Result Indicator, indicates whether the result is estimated, an interim result, provisional, actual result or a target.
- Assessment Date, the date of the assessment.

Each stage is listed below and defined in assessment and reporting arrangements (ARAs) and A_Comp.

COVID-19 outbreak

2019/20 national curriculum assessments have been cancelled due to the COVID-19 pandemic. Therefore, no results information can be provided in the CTF for assessments that would have taken place in the 2019/20 academic year. Previous assessments should be included where they are available.

Assessment data is a required part of the common transfer file, both in law and in the technical structure of the files.

The sections below give guidance on what to transfer, even for assessments which were cancelled in 2020. This is because CTFs will transfer historical data, so even if there is no assessment data for 2020 the data for previous years should be submitted where available. References to ARA are to the most recent ARA, even if that refers to assessments which were cancelled. This is to provide the most up to date information but is not intended to imply that such assessment data is, or should be, available to transfer.

Foundation Stage Profile

The Foundation Stage Profile comprises seven Areas of Learning containing a total of seventeen Early Learning Goals which are divided up between Areas of Learning. Further details can be found in the ARAs.

Key Stage 1

Schools are not required to transfer task/test information in English, mathematics and science for pupils who completed Key Stage 1 but may choose to do so.

Maintained schools and academies (including free schools) submit phonics data for pupils in Year 1 to the Department. Pupils who do not meet the expected standard in the

phonics check at the end of Year 1 will retake the check in the following June. Results of the recheck will also be submitted to the Department.

The KS1 components that are statutorily required to be transferred are those where the 'Method' in A_Comp is TA.

Further most recent information on tests for the academic year 2019/20 can be found in the ARAs, though these tests were cancelled.

Key Stage 2

Details for the academic year 2019/20 can be found in the ARAs.

5.3.12 Stage assessments for Welsh schools

There are differences between the assessment data used in England and Wales. This means that some of the assessment data included in CTFs do not apply to Welsh schools and other information does not apply to English schools.

Early Years Foundation Stage and Reception Baseline Assessments do not apply to Welsh schools. P-Scales are also not used in Wales.

For the National Numeracy Procedural Tests (NNPT) in Wales, raw scores will be converted to age standardised scores and progress scores and imported back into school MIS using an xml data transfer. Further details are available through the DEWI site. Select Software Development Forum, then NDC and then NDC 2019. NAW A_Comp 2019 gives the latest file components.

5.3.13 School history

Information about the school sending the CTF **must** be included in the CTF together with information available about any previous schools attended by the pupil.

CTFs must include:

Pupil Entry Date, for the school sending the CTF. If a school is not certain about the Pupil Entry Date for any previous school included in the CTF then no Pupil Entry Date should be returned for that school. Only dates known to be accurate should be transferred.

Pupil Leaving Date and Leaving Reason should be included in any CTF where they exist in a system.

Pupil Leaving Date may be a date in the future as a CTF may be created and transferred in advance of a pupil leaving the school.

CMJ and CML files

When used as part of a CMJ or CML file the equivalent information to School history is contained in the School Record container. This should only contain the pupil's current school and the next school applicable for that pupil. When a CML file is sent to a local authority to notify them that a pupil is being removed from the register the file must contain the school the pupil is expected to attend next, if that is known. A history of previous schools is not to be included.

CML files must contain a 'Removal Grounds' field. This field will show the reasons for the pupils removal from the register as shown in Annex A of the [Children Missing Education guidance](#)

5.3.14 Wales (for CTFs generated by Welsh schools)

Information in the Wales module is **mandatory** for transfer between schools in Wales and should always be included in CTFs when a pupil leaves a Welsh school, regardless of their destination. This module and its contents are not required for pupils leaving schools in England, nor do they not need to be imported by English schools, when received.

The <SpeakWelsh>, <HomeWelsh>, <NationalIdentity> and <WelshSource> data items are all mandatory and should be included in every CTF transferred between Welsh schools.

The <EALAcquistion> data item, if available, should be included in the CTF.

The <SENCurriculumandTeachingMethods>, <SENGroupingandSupport>, <SENSpecialisedResources> and <SENAdviceandAssessment> data items are mandatory if <SENprovision> is not equal to N, that is, the data items must be included where the pupil is recorded as having a special educational need.

If <LanguageSource> has a value of S – "Ascribed by the school" then this should be defaulted to T – "Ascribed by a previous school" on CTF transfer, and the new school should ensure this is amended.

<EthnicitySource> is optional in the basic details module, however, for Welsh schools sending CTFs this is a mandatory data item. It is therefore also included in the <NAWdetails> module as a mandatory item.

<DateEntry> is used to indicate a pupil's date of arrival from a non-English or Welsh education system. It is used in Wales to identify a pupil as NEWBES (non-English/Welsh based education system) for the purposes of validation in the NDC (National Data Collection). Head teachers may choose to mark a pupil as NEWBES if they have arrived from education outside England and Wales in the previous two years and, as such, this pupil's results will be removed from the reporting cohort.

The new <FSMTransitionalProtection> element indicates whether a pupil is protected by the Welsh Government policy on transitional protection during the Universal Credit rollout. The values of '1' (for true) and '0' (for false) indicate whether the pupil is eligible for free school meals through the transitional protection or not. This item is mandatory for transfers between Welsh schools and when a CTF is created in Wales when the destination of the pupil is not yet known.

No items in this module are mandatory for English schools to store or to send in a CTF.

6 XML data transfers content

The content of xml data transfers is not defined by the Department. Schools are free to include any items from the list of data items in CTF. Systems used to generate xml data transfers should have a facility to select the data items to be included in the transfer or to de-select unwanted data items before the file is generated. In this way schools and local authorities can design their own xml data transfers as long as they contain a subset of the data items for CTF, listed in Section 5.2.

There is however a minimum set of data items that must be included in all xml data transfers, listed below in 6.1. There are also specific minimum requirements for xml data transfers used to acquire Unique Learner Numbers from the Learning Records Service, see 6.2 below.

6.1 Essential data items

All xml data transfers **must** include as a minimum the following data items:

- Unique Pupil Number (UPN)
- Pupil / Child Surname
- Pupil / Child Forename
- Pupil / Child Date of Birth
- Pupil Gender

6.2 XML data transfers for acquiring ULNs

In addition to the data items listed above, address information for the pupil must be included in xml data transfers for acquiring ULNs from the Learning Records Service (LRS).

LRS use a pupil's postcode to check whether a ULN has previously been issued to a pupil and if postcode is not included in the xml transfer file, LRS will reject the file. If BS7666 address format is used then - together with postcode - PAON and Street must be included as well as at least one of Locality, Town and Administrative Area. If Address Lines format is used, then Address Line 1 must be included with postcode. These data items must be included as indicated to enable the xml data transfer to be accepted by both S2S and LRS:

6.3 XML data transfers for assessment data

For xml data transfers containing assessment data for a specific key stage, the latest assessment available in the school's MIS should be transferred for the key stage specified. Data for previous assessments or key stages should not be included.

7 Children Missing Education File

Schools must notify the local authority when a pupil's name is removed from the admission register at a non-standard transition time. Schools are also required to notify the local authority when a pupil's name is added to the register. The CML file format is provided to fulfil the first duty and the CMJ file for the second.

The information does not have to be provided in the format of these files and schools should contact their local authority to find the format they prefer the data to be transferred in. Full details of the obligations on schools are available in sections 24 to 31 of the [Children Missing Education guidance](#).

7.1 Pupils Leaving the School

When a pupil is to be removed from the school register at a non-standard transition time then the school must inform the local authority as soon as the grounds for removal are met and no later than the time at which the pupil's name is removed from the register.

7.2 Pupils Joining the School

All schools are required to notify the local authority within five days of a pupil's name being added to the admission register at a non-standard transition point. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests for such information to be provided

7.3 Transfers at Standard Transition Times

Schools are obliged to send information to the local authority for standard transitions only if the local authority requests such data.

In some cases, a pupil may be removed from the admission register in one school at a standard transition but their transfer to another school will be a non-standard transition and vice-versa. For example, a pupil leaving a primary school at the end of Year 2 is a non-standard transition, but their transfer to a junior school at the beginning of Year 3 is a standard transition. In such cases, only the school where the non-standard transition occurs is under an automatic duty to notify the local authority. The local authority would need to make a request for the information from the other school, if they required information on the standard transition.

7.4 List of Modules

CMJ and CML files contain the following modules:

- Pupil Identifiers (see section 5.3.1 above)
- Addresses (see section 5.3.6) This differs from the CTF file in containing more than one address
- Phones (see section 5.3.7 above)
- Contacts (see section 5.3.9 above)
- Schools Record (see Section 5.3.13, entitled School History) This differs from the CTF file in that it may contain current and expected school.

8 Transfers between English and Welsh schools

Information included in the Wales module of a CTF can be ignored on import by destinations, such as English schools, that do not require it. MISs may be developed to automatically not import the information or schools may wish to de-select it on import. There is no requirement for English schools, or other destinations that do not require it, to store it in their systems, however, they can do so if their systems allow and they wish to do so.

Similarly, there is no requirement for English schools to store any Welsh assessment information in their systems and re-export if the pupil later transfers back to a school in Wales. If a MIS allows a school to do this, then they are entitled to do so, and indeed this would help the Welsh school to have a full assessment history for such pupils.

The codesets for some data items differ between England and Wales. Where there is no clear match between individual codes, the data should not be imported from the CTF and should be re-collected by the new school. Some mappings between the English and Welsh codes are available from the Welsh CBDS on the [DEWi site](#).

9 Data protection and data sharing

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) mandate certain safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. Both give rights to those (known as data subjects) about whom data is processed such as pupils, parents and teachers. These rights include (amongst other information that the department is obliged to provide) the right to know:

- the types of data being held

- why it is being held

- to whom it may be communicated

As data processors and controllers in their own right, it is important that schools process all data (not just that collected for the purposes of the school census) in accordance with the full requirements of the GDPR. Further information on the GDPR can be found in the Information Commissioner's Office (ICO) [overview of the General Data Protection Regulation (GDPR)](#).

9.1 Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: privacy notices

Being transparent and providing accessible information to individuals about how schools and local authorities will process their personal data is a key element of GDPR and the DPA 2018. The most common way to provide such information is through a privacy notice. Please see the Information Commissioner's Office (ICO) website for [further guidance on privacy notices.](#)

The department provides suggested wording for [privacy notices](#) that schools and local authorities may wish to use. However, where the suggested wording is used, the school / local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important, as the school will process data that is not solely for use within census data collections.

It is recommended that the privacy notice is included as part of an induction pack for pupils and staff, is made available on the school website for parents, and features on the staff notice board / intranet. Privacy notices do not need to be issued on an annual basis, where:

- new pupils and staff are made aware of the notices

- the notices have not been amended

- they are readily available in electronic or paper format

However, it remains best practice to remind parents of the school's privacy notices at the start of each term (within any other announcements / correspondence to parents), and it

is important that any changes made to the way the school processes personal data are highlighted to data subjects.

9.2 Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: data security

Schools and local authorities have a legal duty under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the [Information Commissioner's Office](#).

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage a school's reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf; for example, where external IT suppliers can remotely access your information. The ['School procurement: selecting a school MIS'](#) and ['Responsible for information'](#) pages provide further guidance and advice.

It is **vital** that all staff with access to personal data understand the importance of:

- protecting personal data

- being familiar with your security policy

- putting security procedures into practice

As such, schools should provide appropriate initial and refresher training for your staff.

Where schools chose to use cloud software services, additional information on handling data securely within such environments is available within the [department guidance on data protection for schools considering cloud software services](#).

10 Further Information

English schools and local authorities:

Local authority maintained schools should contact their local authority in the first instance for any further help or advice regarding CTFs and xml data transfers. If there are questions which your local authority cannot resolve, or if you are a local authority, academy or CTC, then these questions should be directed to the DfE Service Desk by completing a service request form. Service request forms should also be used for changing contact details and requests for access to DfE Sign-in.

Welsh schools and local authorities:

Local authority maintained schools should contact their local authority in the first instance for any further help or advice regarding CTFs and xml data transfers. If there are questions which your local authority cannot resolve, or if you are a local authority, please contact the School Information and Improvement Branch at ims@gov.wales or call 029 2082 6014. For queries about DfE Sign-in, please use the service request form.

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