



Department
for Education

Common transfer file

CTF 26 specification, version 1

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Contents

Version history	4
1. Introduction	5
1.1 Purpose of this specification	5
1.2 Coverage	5
1.3 CTF specification documentation	5
1.4 Snapshot and historical data	6
1.5 Purpose of a CTF	6
1.6 Purpose of an xml data transfer	7
1.7 Changes from CTF 25	7
2. Generation and transfer of a CTF	8
2.1 Generation of a CTF	8
2.2 Transfer of a CTF	8
2.3 Import of a CTF	9
2.3.1 Cross border imports	9
2.4 File names for CTF	9
2.4.1 CTF from a school to another school	9
2.4.2 CTF from a school when the destination is not known	10
2.4.3 CTF from a school to the local authority	10
2.4.4 CTF to schools outside the publicly funded sector in England or Wales	10
2.5 File names for xml data transfers	10
2.5.1 Children Missing Education	11
2.6 Message header	12
3. CTF content	14
3.1 Outline data content	14
3.1.1 CTF	14
3.1.2 XML data transfers	14
3.1.3 Pupil identifiers	15
3.1.4 Basic details	16
3.1.5 Free school meal (FSM) eligibility	16
3.1.6 Wales	17
3.1.7 Looked after children	18

3.1.8	Service Children	18
3.1.9	SEN	19
3.1.10	Address, phones and email	20
3.1.11	Contacts	21
3.1.12	Attendance	21
3.1.13	Assessments	22
3.1.14	School History and Schools Record	24
4.	XML message structure	25
4.1	Format	25
4.2	Overall message structure	25
4.3	XML message structure	25
4.3.1	Header	25
4.3.2	Pupil data	27
5.	Annex A Children Missing Education XML message structure	46
5.1	Header	46
5.2	Pupil data	47
6.	Annex B Multiplication Tables Check XML message structure	55
6.1	Header	55
6.2	Header	55
7.	Annex C Reception Baseline Assessment XML message structure	59
7.1	Header	59
7.2	Header	59
7.3	Pupil Data	60
8.	Annex D Changes in attendance and absence codes	63
8.1	English attendance codes	63

Version history

The version history shows when the version was released.

Version		Date
V1.0		20 May 2026

1. Introduction

1.1 Purpose of this specification

This Department for Education (DfE) document specifies the common transfer file (CTF) 26, to be implemented in school systems from August 2026 and before 1 September 2026. This document will enable the suppliers of management information systems (MIS) to schools to develop their software to generate and export CTFs from those systems.

The CTF is the format schools use to transfer 'common transfer information' to a subsequent school when a pupil leaves, as specified in the [Education \(Pupil Information\) \(England\) Regulations 2005](#) and subsequent amendments (2005, 2008, 2016, 2018, 2019). There is equivalent [legislation for Wales](#).

This document also includes information about xml data transfers. Xml data transfers are for transferring data within the education sector for pupils who are not moving school, for example when sending assessment records to the local authority or central government.

MISs should, at a minimum, be able to accept the current and immediately preceding versions of CTF.

Please note that changes will be made to CTF to reflect the introduction of Additional Learning Needs (ALN) in Wales from September 2026. We hope to publish these changes in May 2026.

1.2 Coverage

All schools maintained by a local authority in England must, when a pupil ceases to be registered at their school and becomes registered at another school in England or Wales, send a CTF to the new school. Schools maintained by a local authority include all phases (such as, nursery, primary, secondary) and types of schools (such as special schools and pupil referral units (PRUs)). PRUs legally are schools, so references to schools in this document also apply 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.

1.3 CTF specification documentation

The technical specification for CTF 26 consists of the following documents:

- This word document containing a narrative and sample xml messages

- The [common basic data set \(CBDS\)](#) which provides details of the data items included in CTF and the related code sets. The CBDS is updated regularly and the items in this specification can be viewed in the CBDS by selecting '1' in the filter in the column 'CTF26' on the data definitions worksheet. Welsh only data items can be found in the Welsh CBDS on the [DEWi](#) site.
- An xml schema. This should be used with this specification to determine which elements/containers are repeatable, mandatory or optional.

[This document](#) will be published on DfE's website. A separate guide for schools and local authorities on the use of CTF will also be published there.

1.4 Snapshot and historical data

Much of the data to be transferred represents some characteristic or status at the point when a pupil leaves school. There are also historical items which will capture data for a year, such as pupil attendance data, or which relate to events during a pupil's time in school such as attainment and assessment data. Historical data may include data that has been transferred from a pupil's previous schools.

1.5 Purpose of a CTF

A CTF is used to transfer information when a pupil changes school and MISs should be able to generate and export CTFs. This could be at the end of, or in the middle of, an academic year or phase of education. It could involve a whole cohort of pupils or just a single pupil. CTFs must be generated from the school MIS, otherwise not some data may not be included that is required by statute.

CTFs can be generated in the following circumstances:

- normal transfer between school phases. A separate CTF should be generated for each school that at least one pupil is transferring to. This CTF should include all pupils joining the same school
- a single pupil changing schools between school phases
- sending details of all leavers to the local authority for onward transfer
- a pupil leaving the school when no destination is known. A CTF should be created for each pupil and submitted to [S2S](#)
- a pupil leaving the school and leaving the publicly funded/maintained sector in England and Wales. A CTF should be generated for each pupil
- a pupil has left a school, for example a request has been received from a subsequent school where the pupil is now on roll
- schools sending information to the local authority on pupils added to, or removed from, the register other than at a normal time of transfer (see section 2.5).

1.6 Purpose of an xml data transfer

Xml data transfers are used to transfer data within the education sector for pupils not moving school, such as sending assessment records to the local authority or central government. XML data transfers are a sub-set of the CTF. MISs should be able to remove items from the CTF that are not required for these.

XML data transfers can be generated to:

- transfer data between a MIS and separate software in a school, like a separate assessment system and vice versa
- transfer data on pupils to Analyse School Performance (ASP) (in England)
- transfer EYFSP, Phonics or KS1 data to the maintaining local authority
- transfer teacher assessment (TA) data to the responsible agency for pupils entered for end of KS2 assessments (England only)
- transfer pupil details to the Learning Records Service (LRS)
- to transfer details of children removed from or added to the school register to the local authority in accordance with [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#).

1.7 Changes from CTF 25

- Dates rolled forward
- Two new data items are added for CTF 26, FSM Category and FSM Eligibility Check Date, in line with changes made to the school census.

2. Generation and transfer of a CTF

2.1 Generation of a CTF

MISs must be able to produce a separate CTF for each destination school at the point of normal transfer between schools. This file should cover all pupils joining the same new school. A single CTF may be generated to send details of all leavers to the maintaining local authority for onward transmission.

When a pupil leaves for a destination outside the publicly funded sector in England and Wales, a file should be generated for each pupil, and the destination shown as LA number 'MMM' and school number 'MMMM'. If the school outside England and Wales is a Ministry of Defence (MoD) school (formerly known as a Service Children's Education (SCE) school, or 'forces school'), a file should be sent to the school in the normal way. The LA number of MoD (formerly SCE) is 702. The school Estab number is available on [Get information about schools](#) for English schools and [the address list of schools](#) for Welsh schools. If in doubt as to which MoD school a pupil is transferring, a file can be sent to MoD using 702LLLL as the destination.

MISs should be able create CTFs for a pupil after they have left. This is required because a school could receive a request for a CTF some time after the pupil left the first school.

Generating a CTF or xml data transfer should not take a pupil off roll, nor assign leaving dates. Systems should allow more than one CTF or xml data transfer to be generated and exported for the same pupil. Similarly, MISs should allow multiple CTFs or xmls to be imported for the same pupil. MISs should allow data items to be de-selected on import.

Schools need not 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 the pupil will be attending MISs should enable CTFs to be generated for each pupil, with the destination shown as LA number 'XXX' and school number as 'XXXX'.

2.2 Transfer of a CTF

CTFs must be transferred in 'machine readable form' (effectively, in the format described in this document), except where either the sending or the receiving school does not have the facilities to send or receive a CTF. Where the information is transferred in 'machine readable form' it must be in one of the following ways:

- through an intranet provided by or on behalf of a local authority, legally defined as a closed network that can only be accessed
 - by the local authority,
 - by or on behalf of a school governing body in the area of the authority,
 - by a teacher at a school within the area of the authority, or

- through an internet website or other facility provided for that purpose by or on behalf of DfE (currently, the [s2s secure transfer website](#)).

2.3 Import of a CTF

The <NAWdetails> container is mandatory for transfer between schools in Wales and should always be included when a pupil leaves a Welsh school, regardless of their destination. However, the container can be ignored on import by destinations, such as English schools, that do not require it. For further details, see section 3.1.6.

2.3.1 Cross border imports

The code sets for some data items differ between England and Wales. Where there is no clear match between 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.

Where 'SEN type' or 'Ethnicity' codes are transferred between Welsh and English schools and the codes for the sending country do not match those for the receiving country (marked as 'no match' in Welsh CBDS) the data should not be imported. If the ethnicity data is not imported then the 'Ethnicity Source' should not be imported either.

Where a CTF is received across the English-Welsh border, the SEN History module should not be imported. If the CTF contains an SEN History module then the receiver should be alerted and they should retrieve the information outside of the CTF.

Guidance on cross border transfer of data on FSM eligibility is in section 3.1.5. Cross border transfer of SEN History is covered in section 3.1.9 and assessment data in 3.1.13.

2.4 File names for CTF

MISs should automatically generate a file name appropriate for the destination of the file.

2.4.1 CTF from a school to another school

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

LLLsss1 is the DfE number of the sending school, LLLsss2 the destination school's number, and num a number that increments whenever a file is created for that school.

Example: 9165402_CTF_8171234_003.xml is the third CTF file created by school 9165402 for school 8171234.

2.4.2 CTF from a school when the destination is not known

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

Example: 8012000_CTF_XXXXXXX_001.xml

2.4.3 CTF from a school to the local authority

When a CTF is sent from a school to its 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

2.4.4 CTF to schools outside the publicly funded sector in England or Wales

For CTFs sent outside the publicly funded sector in England or Wales (including to Scotland or Northern Ireland), MMMMMMMM should be used in place of LLLsss2.

Example: 8012000_CTF_MMMMMMM_001.xml

2.5 File names for xml data transfers

To identify xml data transfers from the file name, MISs should use the values in the code set, CS065, Type of Partial CTF, in the file name for partial files instead of 'CTF'.

CS065	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
MTC	Partial CTF containing Multiplication Tables Check data
ULN	Partial CTF containing unique learner number data
FSM	Partial CTF containing free school meal eligibility 1 data
PHO	Partial CTF containing phonics check data
RBA	Partial CTF containing Reception Baseline 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

Note: LRS will accept either ULN or CTF as file name

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

- LLLsss1_FSP_LLLsssss_num.xml for a file containing FSP data
- LLLsss1_MTC_LLLsssss_num.xml for a file containing MTC data
- LLLsss1_RBA_RBALLLL_num.xml for a file containing RBA data
- LLLsss1_KS1_LLLsssss_num.xml for a file containing key stage 1 data
- LLLsss1_KS2_LLLsssss_num.xml for a file containing key stage 2 data, and so on

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

Example: 8012000_KS2_NAALLLL_001.xml

For the Reception Baseline Assessment:

Example: 2004500_RBA_RBALLLL_001.xml

When an xml data transfer is sent from a school to LRS to obtain ULNs, XXXXXXXX should be used in place of LLLsssss. Either ULN or CTF may be used in the file name.

ULN Example 1: 8012000_CTF_XXXXXXX_001.xml and the file should be returned to the school in the format 8012000_CTF_8012000_001.xml.

The optional tag <DataQualifier> also helps distinguish types of xml data transfers. This uses the code set 'Type of Partial CTF' to indicate the type of data transfer, such as KS2, KS3 and so on, and enables systems to take a prescribed course of action based on this.

2.5.1 Children Missing Education

Two partial CTFs (CMJ and CML) enable schools to meet the requirements of 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 register other than at the beginning of the first year, 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 have to be by the use of this file.

The two files have very similar specifications but different names to allow identification. CMJ should be used to transfer data on pupils who have just joined (been added to the register). CML is for pupils who have been or are about to be removed from the register.

Sometimes schools will generate CML files including predictions of data about pupils. Receivers of these files should remember that these are predictions and that later files may have more up to date data. Later files are usually more reliable.

CML files may be produced for children who left in the previous academic year. This may occur when, for example, pupils do not return to the school in September, and so are marked as leaving the previous July.

The 'Address' module within the 'Pupil' section allows for multiple addresses with start and end dates for these addresses. For CMJ files this allows the recording of previous addresses. For CML it allows the recording of the address a pupil is going to live at.

2.6 Message header

A standard xml message header is used for each CTF and xml data transfer. See the table below for the data items. All items must be included unless indicated otherwise.

For the xml file to work, the following must precede the file header

- `<?xml version = '1.0' encoding = 'UTF-8'?>`

'UTF-8' is an example and suppliers must enter the encoding they use for their files. UTF-8 is the standard encoding recommended by the world wide web consortium, but other encoding, such as ISO-8859-1, can be accepted as long as properly declared in the pre-header text.

Data item	CBDS number	Notes
<DocumentName>	N00600	This will always be Common Transfer File
<CTFversion>	N00608	This will be 26.0. Version number must be included to identify the file structure for the receiving system. MISs should apply current rules to future versions and, as a minimum, accept the current and immediately preceding versions
<DateTime>	N00609	Date and time the file was generated
<DocumentQualifier>	N00611	Type of CTF: either 'full', when a pupil changes school, or 'partial' for all other xml data transfers
<DataQualifier>	N00619	Optional for xml data transfers and indicates the purpose of the data transfer. Values are in CBDS code set CS065

Data item	CBDS number	Notes
<DataDescriptor>	N00614	Optional. Free text field used for additional information about the data in the xml data transfer. MISs may allow user editing of this field.
<SupplierID>	N00617	Software supplier specific code, determined by the supplier and not DfE. Enables schools to determine which system has created a file.
<LEA>	N00216	LA Number, provided for both source and destination of the file. If the destination school is not known for a CTF, then XXX should be entered, and when a pupil is moving outside the publicly funded sector use MMM. NAA is for xml data transfers for STA and XXX for LRS.
<Estab>	N00217	DfE Establishment Number, provided for both source and destination of the file. If XXX has been entered for the LA Number then XXXX should be entered. If MMM has been entered for the LA Number then MMMM should be entered. LLLL should be entered if the source/destination is an LA (or STA) rather than a school.
<URN>	N00278	Establishment unique reference number <URN>. URN should always be included where available. 'XXXXXX' may be entered where the URN is unknown, 'LLLLLL' should be entered if the source/destination is a local authority or the STA rather than a school.
<SchoolName>	N00230	Provided for the source of the CTF or xml data transfer. Where the source of a file is a LA, the 'SchoolName' field will contain the name of the LA.
<AcademicYear>	N00618	Provided by the source of the CTF or xml data transfer. The year at the start of the academic year the CTF or xml transfer file was generated in.
<SupplInfo>		Optional container in any file, to allow suppliers to provide other data which may be 'read' by another system using software from the same supplier. Software provided by other suppliers may ignore this container on import.
<SupplID>		Optional free text field for supplier specific identifier in <SupplInfo> container.

3. CTF content

3.1 Outline data content

3.1.1 CTF

CTFs have a number of containers shown below. A CTF may include one or more pupils. All the containers should be included in a CTF where data is available in the MIS for the pupil. The 'no data no tag' rule applies.

<CTFpupilData> is the container which holds ALL the data in a CTF in a single file.

<Pupil> is the container which holds ALL the data for a single pupil. It holds pupil identifier information and thirteen data containers:

- Basic Details
- FSM eligibility history
- Wales details
- Looked after child
- Transient child
- SEN history
- Address
- Phones
- Email
- Contacts
- Attendance
- Stage assessments
- School history.

Sections 3.1.3 to 3.1.14, and Section 4.3.2, give details of the items in the containers.

3.1.2 XML data transfers

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

- <UPN>
- <Surname>
- <Forename>
- <DOB>
- <Sex>

The sole exception to the above is that CMJ and CML files may be generated by non-publicly funded schools to meet their obligations under The Education (Pupil Registration) Regulations. If these files are being sent from a non-publicly funded school to a local authority, a UPN is not mandatory.

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

```
<Address>

    Either
    <BS7666Address>
        <PAON>
        <Street> and at least one of
        <Locality>
        <Town>
        <AdministrativeArea>
    </BS7666Address>

    Or
    <AddressLines>
        <AddressLine1>
    </AddressLines>

    And
    <PostCode>

</Address>
```

LRS uses a pupil's postcode to check whether a ULN has previously been issued. If a postcode is not included, LRS will reject the file with a return code of RC10 – Null Values. The fields listed above must be included for the file to be accepted by both S2S and LRS.

ULNs can be obtained from the LRS, details are in the [LRS website guidance](#). In Wales, ULNs are obtained automatically for all pupils in Year 10 or above in a school's census return. When a school returns a submission to DEWi (the Welsh data exchange site), DEWi will find all pupils in Year 10 or above and check if they have a ULN. If they do not, DEWi will obtain ULNs from LRS. Each school then receives a CTF within DEWi that has the ULNs, and the pupils they relate to, for schools to import into their MIS.

MISs generating xml data transfers should allow the selection of data items to be included, or not included, in the data transfer. This allows schools and local authorities to design their own data transfers, if they are a subset of the data items in this document.

3.1.3 Pupil identifiers

The following pupil identifiers must be included in all CTFs and xml data transfers:

- <UPN>
- <Surname>
- <Forename>

- <DOB>
- <Sex>

<UniqueLearnerNumber> should also be provided where known.

The sole exception to the above is that CMJ and CML files may be generated by non-publicly funded schools to meet their obligations under The Education (Pupil Registration) Regulations. If these files are being sent from a non-publicly funded school to a local authority, a UPN is not mandatory.

<Gender identity> is in CBDS but not CTF. It is not to be confused with the <Gender>.

3.1.4 Basic details

The <BasicDetails> container holds other identifiers and characteristics of pupils.

A CTF should transfer and receive whatever <Language> has been recorded for the child and no MIS should disallow any code. This does not force schools to adopt the full Language Code List but if a child is identified in one school with a particular language that should not be changed to a global 'Other than English' in a receiving school's MIS. The converse is also true – a school using the full list should accept the categories 'Believed to be English', 'Other than English' and 'Believed to be other than English'.

A language with a Language Type of 'First' must be transferred for each pupil in a CTF.

<ServiceChild> is optional. It does not apply to Wales. DfE asks that, when a CTF is received with the Service Child flag set to 'Y', an alert be raised asking that two actions be taken. See section 3.1.8 for more detail.

<Disability> does not apply to Wales.

<EnrolStatus> where present, may be ignored on import by school systems.

3.1.5 Free school meal (FSM) eligibility

The <FSMhistory> container holds information about a pupil's current or historical FSM eligibility. The sub-container <FSMinstance> is mandatory if <FSMhistory> is present. There can only be one <FSMinstance> without an <FSMendDate>.

Any period of FSM eligibility transferred after 31 December 2012, which ended after that date or is ongoing, should have a system generated <UKcountry> attached, containing a value from code set CS059. For periods of FSM eligibility that ended on or before that date, <UKcountry> need not be present (the xml tag need not be included in the CTF).

Depending on where a CTF is being transferred to, or from, the following apply on import:

- (a) CTFs transferred from a school in another country to an English school

For any open period of FSM eligibility, an <FSMendDate> should be generated when a CTF is transferred. The <FSMendDate> should be the date the pupil left the sending school, or if this date is not known, the day before the pupil's entry to the receiving school. It is up to software suppliers how they implement this system-generated date in their systems.

- (b) CTF transferred between schools in the same country

Any open periods of FSM eligibility should remain open, in other words, no <FSMendDate> should be generated.

- (c) CTF transferred from an English school to a Welsh school

For any open periods of FSM eligibility, an <FSMendDate> should be generated. Any such period of FSM Eligibility should automatically be re-opened with a system generated <FSMstartDate> derived from the end date of the last period of eligibility in Wales. The Country of UK code WLS should be assigned to this new period of eligibility. It is up to software suppliers how they implement this system-generated date in their systems.

Two new data items are added for CTF 26, FSM Category and FSM Eligibility Check Date. For transfers between English schools, these fields should be included if available. They do not apply in Wales and these values need not be imported into Welsh MISs.

3.1.6 Wales

From September 2026, Wales will replace SEN with Additional Learning Needs (ALN). We hope to publish the relevant updates to CTF in late May 2026. The section below does not reflect these changes and parts will be altered in the updated version of CTF.

The <NAWdetails> container is mandatory for transfer between schools in Wales and should always be included when a pupil leaves a Welsh school, regardless of destination. The container can be ignored on import by destinations that do not require it.

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

The <EALAcquisition> data item, if present, should be included in CTF.

The <SENCurriculumandTeachingMethods>, <SENGroupingandSupport>, <SENSpecialisedResources> and <SENAdviceandAssessment> items are mandatory if <SENprovision> is not equal to N, in other words, they 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 <BasicDetails> container; however, for Welsh schools sending CTFs this is a mandatory item. It is therefore also included in the <NAWdetails> container as mandatory. If <EthnicitySource> has a value of S – ‘Ascribed by the current school’ this should be set to T – ‘Ascribed by a previous school’ on import to a new school, and the new school should ensure this is amended. If ethnicity data is not imported in a cross border CTF (see section 2.3.1) then ‘Ethnicity Source’ should not be imported either. Other values of Ethnicity Source should remain unchanged.

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

The <FSMTransitionalProtection> item is a Boolean item to indicate if a pupil is protected by the Welsh Government policy on transitional protection during the Universal Credit rollout. The values of ‘1’ (true) and ‘0’ (false) indicate whether the pupil is eligible for FSM through the transitional protection. This item is mandatory for transfers between Welsh schools and for CTFs created in Wales when the destination is not yet known.

3.1.7 Looked after children

The <LookedAfter> container holds information to indicate that a child is in care. It should be included where available.

3.1.8 Service Children

This section has been added to address the particular difficulties of Service Children in state schools. Four data items are requested for service children. These are:

- <MoveConcern>: "Does the school have any concerns about the child's response to moving school?"
- <DeployConcern>: "Does the school have any concerns about the child's response to parental deployment?"
- <SepConcern>: "Does the school have any concerns about the child's response to parental separation?" This should be used to record concerns the school has about service children being separated from their parents due to extended training periods or other forms of duty.
- <ConcernDetails>: Free text for the school to include details of their concerns. The school may wish to include contact details for further information.

<DateOfAssessment> for recording when the assessment of the above fields took place, it must be present if any of the four 'concerns' fields are present. The information above should be stored by the receiving school to assist the integration of the new pupils but

should not be transmitted on to subsequent schools. Suppliers may wish to store information from previous schools separately from the concerns of the current school.

These fields should be used in transmitting data between English schools, but are not expected to be used for transfers to schools in Wales.

DfE asks that, when a CTF is received with the Service Child flag set to 'Y', an alert be raised asking that two actions be taken. First, the appropriate member of staff be informed of the identity of the service child. Second, where the concerns section in the 'Service Child' container (MoveConcern, DeployConcern, and SepConcern), has not been completed, the appropriate member of staff be informed, and advised to contact the sending school for clarification.

3.1.9 SEN

The <SENhistory> container must be included in CTFs where a pupil has special educational needs - Education Health and Care Plan (EHCP) or SEN support. School Action, School Action Plus and Statement are included for historical cases. In this container are two sub-containers - <SEN> and <SENneeds>. <SENhistory> container can only be omitted from CTF if the only entry in <SENprovision> is N.

The <SEN> container holds the type of <SENProvision> being made and must include any current provision. Any earlier (different) provisions are also included with relevant <StartDate> and, if appropriate, <EndDate>. The <SEN> container is repeatable.

<SENneeds> only relates to current provision, so should not be repeated for historic <SENprovision>. Pupils can, however, have several separate 'needs' within the current SEN provision, so the <SENneed> container is repeatable. <SENneed> must be present at least once if <SENprovision> is E or K. SEN needs can change under a given provision, for example following the review of an EHCP. In those cases a CTF can transfer the dates when individual needs started or ended within a single provision using the <NeedStartDate> and <NeedEndDate> fields.

<SENhistory> is mandatory for CTFs between schools in Wales. It may be excluded from a file transferred from a Welsh school to an English school if all <SENprovision> is N.

Where a CTF is received from across the English-Welsh border, SEN History should not be imported. If the CTF contains an SEN History module (except where the only SEN provision entry is N) then the receiving school or LA should be alerted to this and they would then be expected to retrieve the information outside of the CTF.

SEN Type Rank should only be submitted for current needs and should be the current ranking.

Values of A, P and S remain valid for SEN Provision, to cover both historical information and the differing code sets used in Wales and England.

3.1.10 Address, phones and email

The <Address> container holds address details for each pupil. The <Phones> container holds the telephone number(s) for the pupil and this information is held in the repeatable <Phone> sub-container which allows for more than one telephone number. The <Email> data item stands alone.

Addresses may be in ONE of two formats:

Either

- <BS7666Address> which contains the following:
 - <SAON> BS7666 Secondary Addressable Object Name A(100) Flat, apartment name or number or other sub-division of a dwelling
 - <PAON> BS7666 Primary Addressable Object Name A(100) Dwelling name and/or number
 - <Street> street name or street description, allocated to a street by the street naming authority
 - <Locality> the locality name 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
 - <AdministrativeArea> the administrative area 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
 - <PostTown> the Post Office usually assigns these based on Sorting Office
 - <UniquePropertyReferenceNumber> a unique identifier for each land and property unit.

Or

- <AddressLines> which contains the following elements:
 - <AddressLine1> first line of Address
 - <AddressLine2> second Line of Address
 - <AddressLine3> third Line of Address
 - <AddressLine4> fourth Line of Address
 - <AddressLine5> fifth Line of Address

Both address formats share the following elements:

- <County> allows the 'old' county name to be used in addresses.
- <PostCode> Post Office identifier for a group of postal delivery points

- <Zip> international post code
- <Country> free text country name
- <Easting> easting coordinate for mapping an address
- <Northing> northing coordinate for mapping an address

If the <Address> container is included in a CTF or xml data transfer then the following must be included:

- <PAON> and <Street> and at least one of <Locality>, <Town> and <AdministrativeArea>; or
- <AddressLine1>.

When part of the CMJ or CML files, the address container should only contain the pupil's current address and the next address expected for the pupil.

3.1.11 Contacts

The <Contacts> container holds the various contact names that are recorded for a pupil. There may be several contacts, each held in the repeatable <Contact> sub-container.

If the address of the adult contact is the same as the pupil's, then <AddressAsPupil> should be 'true'. If not then the tag is omitted and the contact address is used in the same formats as for Pupil Contact Details in 3.1.10.

3.1.12 Attendance

The <Attendance> container holds the attendance of the pupil over the previous academic years. As a minimum, the mandatory data items must be included in CTFs for the school year in which the pupil transferred schools.

The <YearData> container is repeatable and will be required for each separate academic year for which a system holds attendance data for a pupil.

The <AttendSessions> sub-container is normally used to transfer data from a school to its maintaining local authority. Sessions are recorded from the start of the academic year and are cumulative to the date of extraction (or beyond if future dates, like holidays, are recorded in advance). Otherwise, future sessions are populated with code - (dash). This sub-container should be included in any CTF from a Welsh school.

<AttendanceMarks> is a comma separated concatenation of all session attendance codes for each pupil. To allow for separation of codes which could be either one or two characters, codes are now separated by commas.

The meanings for Codes Y and # differ in England and Wales, so attendance codes Y and # transferred from Welsh to English schools different meanings, and vice versa. For further details, see the [English](#) and [Welsh](#) CBDSS. Codes introduced in 2024 in England

are also not applicable in Wales. Guidance on mapping these codes for cross border transfers is included in annex D.

3.1.13 Assessments

The <StageAssessments> container must be included in CTFs to provide the receiving school with a pupil's cumulative achievements in education. The <KeyStage> container is repeatable and each iteration holds information about a specific key stage. The <StageAssessment> container holds the information about the specific assessment area and is repeatable within a <KeyStage> container.

Valid values for the following items can be found in the [English](#) and [Welsh CBDS](#). These should always be used as the source of valid values for these data items

- <Stage>
- <Subject>
- <Method>
- <Component>
- <ResultQualifier>
- <Result>

There should only be one occurrence of any component type within a CTF, except for phonics which may have two components, albeit for different years.

A full CTF must include a pupil's cumulative achievements in education. Unless the sections for specific key stages state otherwise, this should include the results of the teacher assessment for all completed key stages and, where the pupil has not completed any key stage or is between key stages at the point of transfer, the most recent assessment entered in the school's MIS.

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

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

Year must represent the calendar year in which the assessment took place, that is, an assessment taking place in May 2026 should have the year recorded as 2026.

Foundation Stage Profile

The Foundation Stage Profile comprises seven Areas of Learning with a total of seventeen Early Learning Goals. Further details can be found in the [EYFSP handbook](#).

Key Stage 1

Publicly funded/maintained schools and academies (including free schools) submit phonics data for pupils in Year 1 to DfE. Pupils who do not meet the expected standard in at the end of Year 1 will retake the check the following June. Recheck results will also be submitted to DfE. School MISs should check that a valid entry has been made for the Phonics Screening Check where appropriate.

KS1 tasks and tests need not be transferred. The KS1 components that are required to be transferred are those where the 'Method' in A_Comp is TA, where these are available.

Apart from the Phonics screening check, KS1 teacher assessments are no longer statutory but historical data should still be transferred. Further details for the academic year 2025/26 can be found in the [Optional KS1 tests guidance](#).

Key Stage 2

Details for the academic year 2025/26 can be found in the [ARAs](#).

Pupils working Below the Standard of the Pre Key Stage

Pupils not meeting the standard Pre Key Stage are assessed as EM (pupil assessed against the engagement model).

P-Scale data may still need to be transferred for historical cases.

Annual Assessments

Schools can run their own assessment regimes, within DfE guidelines. There is no statutory framework for end of year assessments between ends of key stages. Therefore the CTF will allow schools to transfer assessments in their chosen formats.

Welsh requirements

English and Welsh assessment data differ. Some of the assessment data in this document does not apply in Wales and other information does not apply to England.

Early Years Foundation Stage (EYFSP) does not apply to Welsh schools. P-Scales and the engagement model 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.

The Welsh Government would like MISs to store Welsh assessment data separately in MISs on import to English schools and the data to be exported with its original values if the pupil transfers back to Wales. It would be useful for schools to have full assessment data for such pupils, but there is no absolute requirement for MISs to enable its transfer.

Wales has a Foundation Phase (FP) covering Reception to end of year 2 (equivalent to FSP + KS1 in England). The Welsh Government would similarly like systems to store this information separately in MISs on import to English schools and the data to be exported with its original values if the pupil transfers back to Wales. However, there is no absolute requirement to do so.

The National Numeracy Reasoning Test (NNRT), Welsh and English National Reading Tests (NRT) and National Numeracy Procedural Test (NNPT) are all carried out via the online personalised assessment platform and there are no paper tests sat in Wales.

3.1.14 School History and Schools Record

School History

<SchoolHistory> holds information on the school sending the CTF or data transfer and any previous schools attended by the pupil. The <School> container has data on each school and is repeatable.

Details of the sending school must be included in the school history. CTFs must include <EntryDate> for the sending school. If a school is not certain of the entry date for any previous school in the school history container then no entry date should be returned for it. Only dates known to be accurate should be transferred. Items <LeavingDate> and <LeavingReason> should be included in CTFs if they exist in an MIS.

<LeavingDate> may be in the future as a CTF may be set up before a pupil leaves.

Grounds for Removal and Leaving Reason are distinct fields. Leaving Reason records the reason for the pupil leaving the school, that is whether the pupil left at the end of a stage or was excluded, and so on. Grounds for removal contains reasons for removing the pupil from the school register under The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. It allows schools to transfer information to local authorities to fulfil legal obligations under these regulations while the 'Leaving Reason' field is intended to meet the school's own administrative needs.

Schools Record

CMJ and CML files contain a Schools Record container, which has a similar structure.

When used in the CMJ or CML files the schools record should only contain the pupil's current school and the school the pupil is expected to join.

4. XML message structure

4.1 Format

CTF and xml data transfers should be in xml format, as described in this section. If an optional item is not included then the associated tag should be omitted. Where a mandatory item is omitted an error message should be generated by the receiving system.

4.2 Overall message structure

A standard xml message header is required for each CTF and xml data transfers. The layout is as follows:

<?xml version = '1.0' encoding = 'UTF-8'?>
<CTfile>
<Header> See below for details </Header>
<CTFpupilData>
<Pupil> See section 4.3.2 for details </Pupil>
</CTFpupilData>
</CTfile>

4.3 XML message structure

4.3.1 Header

A standard xml message header is required for each CTF and xml data transfer. This should be populated according to the guidance in Section 2. The layout is shown below. M indicates that a data item is mandatory in the XSD schema for a CTF or xml data transfer and O that it is optional.

CBDS Ref	XSD M/O	
	M	<CTfile>
	M	<Header>
N00600	M	<DocumentName>Common Transfer File</DocumentName>
N00608	M	<CTFversion>26.0</CTFversion>
N00609	M	<DateTime>2026-09-27T00:00:00</DateTime>
N00611	M	<DocumentQualifier>partial</DocumentQualifier>
N00619	O	<DataQualifier>KS2</DataQualifier>

CBDS Ref	XSD M/O	
N00614	O	<DataDescriptor>KS2 assessments for STA</DataDescriptor>
N00617	M	<SupplierID>NAW (for example files)</SupplierID>
	M	<SourceSchool>
N00216	M	<LEA>200</LEA>
N00279	M	<Estab>4500</Estab>
N00278	O	<URN>654321</URN>
N00230	M	<SchoolName>A School</SchoolName>
N00618	M	<AcademicYear>2026</AcademicYear>
	M	</SourceSchool>
	M	<DestSchool>
N00216	M	<LEA>421</LEA>
N00279	M	<Estab>4501</Estab>
N00278	O	<URN>654321</URN>
	M	</DestSchool>
	O	<SupplInfo>
	M	<SupplID>NAW (for example files)</SupplID>
	O	<annotation>
	O	<documentation>All SupplInfo Sections are similar</documentation>
	O	<documentation>use and or & not ampersand</documentation>
	O	</annotation>
	O	<example>Any tags & data can be used in this section</example>
	O	<nestedexample>
	O	<lastName>Moore</lastName>
	O	<firstName>Demi</firstName>
	O	<street>77 Sunset Strip</street>
	O	</nestedexample>
	O	</SupplInfo>
	M	</Header>

4.3.2 Pupil data

The pupil data structure for each CTF and xml data transfer is shown below. This should be populated according to the guidance in Section 3. M indicates that a data item is mandatory in the XSD schema for a CTF and O that it is optional. For CTF and xml data transfers, the presence of one data item may make the presence of another mandatory. R indicates that a data item is repeatable, MR that it appears at least once in a CTF but possibly many times and OR that it does not have to appear but could appear many times.

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	M	<CTFpupilData>		
	MR	<Pupil>		Mandatory for CTF and xml data transfers
N00001	M	<UPN>B801200005001</UPN>		Mandatory for CTF and xml data transfers
N00011	O	<UniqueLearnerNumber>9999999998</UniqueLearnerNumber>		Mandatory for CTF where known
N00180	O	<UCI>999990150001A</UCI>	100492	Welsh UCI does not allow 'B' as 6 th character to identify international centres
N00003	M	<Surname>Surname1</Surname>		Mandatory for CTF and xml data transfers
N00004	M	<Forename>Forename1</Forename>		Mandatory for CTF and xml data transfers

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00006	M	<DOB>2010-08-13</DOB>		Mandatory for CTF and xml data transfers
N00783	M	<Sex>M</Sex>		Mandatory for CTF and xml data transfers
	M	<BasicDetails>		Mandatory for CTF but not xml data transfers
N00002	O	<FormerUPN>E92520729925A</FormerUPN>		
N00010	O	<PreferredSurname>Surname1</PreferredSurname>		
N00008	O	<FormerSurname>Surname2</FormerSurname>		
N00009	O	<PreferredForename>Forename2</PreferredForename>		
N00005	O	<MiddleNames>Forename3</MiddleNames>		
N00182	O	<NCyearActual>10</NCyearActual>		
N00177	M	<Ethnicity>WBRI</Ethnicity>		Different codesets in England and Wales
N00198	O	<EthnicitySource>C</EthnicitySource>		Different codesets in England and Wales
	M	<Languages>		First language mandatory for CTF
	O	<Type>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00107	M	<LanguageType>F</LanguageType>		Different codesets in England and Wales
N00015	M	<Language>ENG</Language>		Different codesets in England and Wales
	O	</Type>		
	M	</Languages>		
N00093	O	<ServiceChild>N</ServiceChild>		
N00025	O	<MedicalFlag>>true</MedicalFlag>		
	O	<Disabilities>		
N00622	MR	<Disability>HAND</Disability>		Mandatory if <Disabilities> is present
	O	</Disabilities>		
N00017	O	<EnrolStatus>C</EnrolStatus>		
	O	<SupplInfo>		
	M	<SupplID>NAW (for example files)</SupplID>		Mandatory if <SupplInfo> is present
	O	</SupplInfo>		
	M	</BasicDetails>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	O	<FSMhistory>		
N00012	O	<FSMreviewDate>2025-10-21</FSMreviewDate>		
	MR	<FSMinstance>		Mandatory if <FSMhistory> present. Only one <FSMinstance> without an <FSMendDate>
N00142	M	<FSMstartDate>2020-10-24</FSMstartDate>		Mandatory if <FSMhistory> present
N00837	O	<FSMEligibilityVerificationDate>2026-06-01</FSMEligibilityVerificationDate>		
N00143	O	<FSMendDate>2025-12-25</FSMendDate>		
N00277	O	<UKcountry>ENG</UKcountry>		
N00838	O	<FSMCategory>TFSM</FSMCategory>		
	MR	</FSMinstance>		
	O	</FSMhistory>		
	O	<NAWdetails>		<NAWdetails> for transfer within Wales only

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	M	<SpeakWelsh>2</SpeakWelsh>	190050	Mandatory if <NAWdetails> is present
	M	<HomeWelsh>2</HomeWelsh>	190051	Mandatory if <NAWdetails> is present
	M	<NationalIdentity>WAL</NationalIdentity>	190001	Mandatory if <NAWdetails> is present
N00198	M	<EthnicitySource>C</EthnicitySource>		Mandatory if <NAWdetails> is present
	M	<WelshSource>P</WelshSource>	190052	Mandatory if <NAWdetails> is present
	M	<EALAcquisition>C</EALAcquisition>	190100	Mandatory if <NAWdetails> is present
	O	<LanguageSource>C</LanguageSource>	190152	Should be present if <Language> is present
	O	<SENCurriculumandTeachingMethods>CT1</SENCurriculumandTeachingMethods>	190010	Should be present if <SENprovision> not N
	O	<SENGroupingandSupport>GS1</SENGroupingandSupport>	190011	Should be present if <SENprovision> not N

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	O	<SENSpecialisedResources>SR1</SENSpecialisedResources>	190012	Should be present if <SENprovision> not N
	O	<SENAdviceandAssessment>AA1</SENAdviceandAssessment>	190013	Should be present if <SENprovision> not N
N00016	O	<DateEntry>2020-10-13</DateEntry>		
	M	<FSMTransitionalProtection>1</FSMTransitionalProtection>	190183	Mandatory if <NAWdetails> is present
	O	</NAWdetails>		
	O	<LookedAfter>		
N00013	M	<InCare>>true</InCare>		Mandatory for CTF if <LookedAfter> is present
N00014	O	<CareAuthority>000</CareAuthority>		Mandatory if <InCare> = true (or 1)
	O	</LookedAfter>		
	O	<TransientChild>		
	O	<ServiceChildren>		
N00628	O	<MoveConcern>None</MoveConcern>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00629	O	<DeployConcern>Acad</DeployConcern>		
N00630	O	<SepConcern>Emot</SepConcern>		
N00631	O	<ConcernDetails>A 500 character field for the school to provide details of attainment gaps and support give. May include name or job title of person with more details</ConcernDetails>		
N00632	M	<DateOfAssessment>2026-09-15</ DateOfAssessment>		
	O	</ServiceChildren>		
	O	</TransientChild>		
	O	<SENhistory>		<SENhistory> may only be omitted from CTF if the only entry in <SENprovision> is N. Container is optional for Welsh transfers regardless of values in it.
	MR	<SEN>		Mandatory for CTF if <SENhistory> is present
N00028	O	<StartDate>2017-10-13</StartDate>		Mandatory for CTF if value of <SENprovision> is E or K.

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00209	O	<SENprovision>K</SENprovision>		Mandatory for CTF if value is E or K. Different codesets in England and Wales, see Welsh CBDS.
N00206	O	<EndDate>2019-11-25</EndDate>		
	MR	</SEN>		
	O	<SENneeds>		
	OR	<SENneed>		Mandatory at least once if <SENprovision> is E or K.
N00207	O	<NeedStartDate>2017-10-13</NeedStartDate>		
N00208	O	<NeedEndDate>2019-11-25</NeedEndDate>		
N00024	O	<SENtypeRank>1</SENtypeRank>		Mandatory if <SENneed> is present and <NeedEndDate> is not present. Do not include for past needs.
N00166	M	<SENtype>SPLD</SENtype>		Mandatory if <SENneed> is present Different codesets in England and Wales

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	OR	</SENneed>		
	O	</SENneeds>		
	O	<SuppInfo>		
	M	<SuppID>NAW (for example files)</SuppID>		
	O	</SuppInfo>		
	O	</SENhistory>		
	O	<Address>		Pupil contact details
	O	<BS7666Address>		
N00030	O	<SAON>SAON1</SAON>		
N00031	M	<PAON>PAON1</PAON>		
N00032	M	<Street>Street</Street>		
N00033	O	<Locality>Locality</Locality>		At least one of <Locality>, <Town>, <AdministrativeArea> must be present if <BS7666Address> is present
N00034	O	<Town>Town</Town>		See above
N00035	O	<AdministrativeArea>Area51</AdministrativeArea>		See above
N00036	O	<PostTown>Koala City</PostTown>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00185	O	<UniquePropertyReferenceNumber>12345678</UniquePropertyReferenceNumber>		
	O	</BS7666Address>		
		OR		
	O	<AddressLines>		
N00040	M	<AddressLine1>Bishopsgate House</AddressLine1>		Mandatory if <AddressLines> is present
N00041	O	<AddressLine2>Bishopsgate</AddressLine2>		
N00042	O	<AddressLine3>Feethams</AddressLine3>		
N00043	O	<AddressLine4>Darlington</AddressLine4>		
N00044	O	<AddressLine5>In Durham</AddressLine5>		
	O	</AddressLines>		
N00119	O	<County>Durham</County>		
N00037	O	<PostCode>DL1 5QE</PostCode>		If this is included in a CTF or xml data transfer the other mandatory items in the address container must also be included.
N00050	O	<Zip>66887</Zip>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00144	O	<Country>England</Country>		
N00038	O	<Easting>123456.7</Easting>		
N00039	O	<Northing>123456.7</Northing>		
	O	<SuppInfo>		
	M	<SuppID>NAW (for example files)</SuppID>		
	O	</SuppInfo>		
	O	</Address>		
	O	<Phones>		
	MR	<Phone>		Mandatory if <Phones> present
N00089	O	<TelephoneType>M</TelephoneType>		
N00231	M	<PhoneNo>07700900123</PhoneNo>		Mandatory if <Phone> present
	MR	</Phone>		
	O	</Phones>		
N00220	O	<Email>username@example.com</Email>		
	O	<Contacts>		Adult contact details
	MR	<Contact>		Mandatory if <Contacts> present

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00045	O	<Order>1</Order>		
N00046	O	<Title>Mr</Title>		
N00003	M	<Surname>Surname1</Surname>		Mandatory if <Contact> present
N00004	O	<Forename>Forename4</Forename>		
N00047	O	<MiddleNames>Forename5</MiddleNames>		
N00783	O	<Sex>M</Sex>		
N00092	M	<Relationship>PAF</Relationship>		Mandatory if <Contact> present
N00049	O	<Responsibility>>true</Responsibility>		
	O	<Address>		
N00121	O	<AddressAsPupil>>true</AddressAsPupil>		Mandatory if value is true, if value is false address data items must be provided
	O	</Address>		
	O	<Phones>		
	MR	<Phone>		Mandatory if <Phones> present
N00090	O	<TelephoneType>H</TelephoneType>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00231	M	<PhoneNo>016321234567</PhoneNo>		Mandatory if <Phone> present
	MR	</Phone>		
	O	</Phones>		
N00220	O	<Email>username2@example.com</Email>		
	O	<SuppInfo>		
	M	<SuppID>NAW (for example files)</SuppID>		
	O	</SuppInfo>		
	MR	</Contact>		
	O	</Contacts>		
	O	<Attendance>		Attendance information for the school year in which the pupil transferred is mandatory in CTF
	MR	<YearData>		Mandatory if <Attendance> present
N00602	M	<Year>2026</Year>		Mandatory if <Attendance> present

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00216	M	<LEA>001</LEA>		Mandatory if <Attendance> present
N00279	M	<Estab>2389</Estab>		Mandatory if <Attendance> present
N00278	O	<URN>654321</URN>		Should be included where available
N00230	M	<SchoolName>The School</SchoolName>	190184	Mandatory if <Attendance> present
N00052	M	<SessionsPossible>350</SessionsPossible>		Mandatory if <Attendance> present
N00054	M	<SessionsAuthorised>55</SessionsAuthorised>		Mandatory if <Attendance> present
N00053	M	<SessionsAttended>250</SessionsAttended>		Mandatory if <Attendance> present
N00055	M	<SessionsUnauthorised>40</SessionsUnauthorised>		Mandatory if <Attendance> present
	O	<AttendSessions>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	O	</AttendSessions>		
	MR	</YearData>		
	O	<SuppInfo>		
	M	<SuppID>NAW (for example files)</SuppID>		
	O	</SuppInfo>		
	O	</Attendance>		
	M	<StageAssessments>		Mandatory for CTF, not xml data transfers.
	MR	<KeyStage>		
N00156	M	<Stage>EYF</Stage>		
	MR	<StageAssessment>		
N00088	M	<Locale>ENG</Locale>	190040	
N00602	M	<Year>2026</Year>		
N00134	M	<Subject>COM</Subject>		Different codesets in England and Wales
N00062	M	<Method>FA</Method>		
N00063	O	<Component>G01</Component>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00061	O	<ResultStatus>R</ResultStatus>		
N00200	O	<ResultQualifier>FD</ResultQualifier>		
N00064	O	<Result>2</Result>		
N00094	O	<ResultDate>2026-05-25</ResultDate>	N00034	Mandatory if <ResultQualifier> = BA (Wales only)
	MR	</StageAssessment>		
	O	<SupplInfo>		
	M	<SupplID>NAW (for example files)</SupplID>		
	O	</SupplInfo>		
	MR	</KeyStage>		
	M	</StageAssessments>		
	O	<SchoolHistory>		
	MR	<School>		Mandatory if <SchoolHistory> present
N00216	M	<LEA>421</LEA>		Mandatory if <SchoolHistory> present

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00147	M	<Estab>2389</Estab>	N00279	Mandatory if <SchoolHistory> present
N00278	O	<URN>654321</URN>		Should be included where available
N00057	M	<SchoolName>Another School</SchoolName>	190184	Mandatory if <SchoolHistory> present
N00018	O	<EntryDate>2016-09-13</EntryDate>		Mandatory for school sending CTF, optional for other schools
N00019	O	<LeavingDate>2016-10-13</LeavingDate>		
N00179	O	<LeavingReason>MS</LeavingReason>	N00595	
N00210	O	<RemovalGrounds>B</RemovalGrounds>		
	O	<SupplInfo>		
	M	<SupplID>DfE (for example files)</SupplID>		
	O	</SupplInfo>		
	MR	</School>		
	O	</SchoolHistory>		
	O	<SupplInfo>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	M	<SupplID>String</SupplID>		
	O	</SupplInfo>		
	M	</Pupil>		
	M	</CTFpupilData>		

5. Annex A Children Missing Education XML message structure

5.1 Header

A standard xml message header is required for Children Missing Education files, as for an ordinary CTF or xml data transfer. This should be populated following guidance in Section 2.6. The layout is shown below. M indicates a data item is mandatory in the XSD schema for a data transfer and O that it is optional.

CML files may be produced for children who left the school in the previous academic year. This may occur when pupils do not return to the school in September, and are consequently marked as leaving the previous July.

CBDS Ref	XSD M/O	
	M	<CTfile>
	M	<Header>
N00600	M	<DocumentName>Common Transfer File</DocumentName>
N00608	M	<CTFversion>26.0</CTFversion>
N00609	M	<DateTime>2026-09-27T00:00:00</DateTime>
N00611	M	<DocumentQualifier>partial</DocumentQualifier>
N00619	O	<DataQualifier>CMJ</DataQualifier>
N00614	O	<DataDescriptor>CMJ Transfer</DataDescriptor>
N00617	M	<SupplierID>Supplier</SupplierID>
	M	<SourceSchool>
N00216	M	<LEA>200</LEA>
N00279	M	<Estab>4500</Estab>
N00278	O	<URN>654321</URN>
N00230	M	<SchoolName>A School</SchoolName>
N00618	M	<AcademicYear>2026</AcademicYear>
	M	</SourceSchool>
	M	</Header>

5.2 Pupil data

The pupil data structure for each Children Missing Education transfer is shown below. This should be populated following guidance in Section 3. M indicates a data item is mandatory and O that it is optional. The presence of one data item may make another mandatory. R indicates an item is repeatable, MR that it appears at least once but possibly many times and OR that it does not have to appear but could appear many times.

CBDS Ref	XSD M/O		Notes
	M	<CTFpupilData>	
	MR	<Pupil>	Mandatory
N00001	O	<UPN>B801200005001</UPN>	Mandatory for academies and maintained schools. Optional for schools not publicly funded.
N00011	O	<UniqueLearnerNumber>9999999998</UniqueLearnerNumber>	Mandatory where known
N00003	M	<Surname>Surname1</Surname>	Mandatory
N00004	M	<Forename>Forename1</Forename>	Mandatory
N00006	O	<DOB>2013-08-13</DOB>	Mandatory for pupils added to register
N00783	M	<Sex>M</Sex>	Mandatory
	O	<Addresses>	
	MR	<Address>	Pupil contact details

CBDS Ref	XSD M/O		Notes
N00626	O	<AddressStartDate>2017-11-12</AddressStartDate>	Only current and expected address to be included. For CML the expected address should be included, if known.
N00627	O	<AddressEndDate>2026-11-12</AddressEndDate>	
	O	<BS7666Address>	
N00030	O	<SAON>SAON1</SAON>	
N00031	M	<PAON>PAON1</PAON>	
N00032	M	<Street>Street</Street>	
N00033	O	<Locality>Locality</Locality>	At least one of <Locality>, <Town>, <AdministrativeArea> must be present if <BS7666Address> present
N00034	O	<Town>Town</Town>	See above
N00035	O	<AdministrativeArea>Area51</AdministrativeArea>	See above
N00036	O	<PostTown>Koala City</PostTown>	
N00185	O	<UniquePropertyReferenceNumber>12345678</UniquePropertyReferenceNumber>	
	O	</BS7666Address>	
		OR	
	O	<AddressLines>	

CBDS Ref	XSD M/O		Notes
N00040	M	<AddressLine1>Bishopsgate House</AddressLine1>	Mandatory if <AddressLines> present
N00041	O	<AddressLine2>Bishopsgate</AddressLine2>	
N00042	O	<AddressLine3>Feethams</AddressLine3>	
N00043	O	<AddressLine4>Darlington</AddressLine4>	
N00044	O	<AddressLine5>In Durham</AddressLine5>	
	O	</AddressLines>	
N00119	O	<County>Durham</County>	
N00037	O	<PostCode>DL1 5QE</PostCode>	If this is included, the other mandatory items in address container must also be included.
N00050	O	<Zip>66887</Zip>	
N00144	O	<Country>England</Country>	
N00038	O	<Easting>123456.7</Easting>	
N00039	O	<Northing>123456.7</Northing>	
	MR	</Address>	
	O	</Addresses>	
	O	<Phones>	
	MR	<Phone>	Mandatory if <Phones> present

CBDS Ref	XSD M/O		Notes
N00089	O	<TelephoneType>M</TelephoneType>	
N00231	M	<PhoneNo>07700900123</PhoneNo>	Mandatory if <Phone> present
	MR	</Phone>	
	O	</Phones>	
N00220	O	<Email>username@example.com</Email>	
	O	<Contacts>	Adult contact details
	MR	<Contact>	Mandatory if <Contacts> present
N00045	O	<Order>1</Order>	
N00046	O	<Title>Mr</Title>	
N00003	M	<Surname>Surname1</Surname>	Mandatory if <Contact> present
N00004	O	<Forename>Forename4</Forename>	
N00047	O	<MiddleNames>Forename5</MiddleNames>	
N00783	O	<Sex>M</Sex>	
N00092	M	<Relationship>PAF</Relationship>	Mandatory if <Contact> present
N00049	O	<Responsibility>>true</Responsibility>	
	O	<Address>	
	O	<BS7666Address>	

CBDS Ref	XSD M/O		Notes
N00030	O	<SAON>SAON1</SAON>	
N00031	M	<PAON>PAON1</PAON>	
N00032	M	<Street>Street</Street>	
N00033	O	<Locality>Locality</Locality>	At least one of <Locality>, <Town>, <AdministrativeArea> must be present if <BS7666Address> present
N00034	O	<Town>Town</Town>	See above
N00035	O	<AdministrativeArea>Area51</AdministrativeArea>	See above
N00036	O	<PostTown>Koala City</PostTown>	
N00185	O	<UniquePropertyReferenceNumber>12345678</UniquePropertyReferenceNumber>	
	O	</BS7666Address>	
		OR	
	O	<AddressLines>	
N00040	M	<AddressLine1>Bishopsgate House</AddressLine1>	Mandatory if <AddressLines> present
N00041	O	<AddressLine2>Bishopsgate</AddressLine2>	
N00042	O	<AddressLine3>Feethams</AddressLine3>	
N00043	O	<AddressLine4>Darlington</AddressLine4>	

CBDS Ref	XSD M/O		Notes
N00044	O	<AddressLine5>In Durham</AddressLine5>	
	O	</AddressLines>	
N00119	O	<County>Durham</County>	
N00037	O	<PostCode>DL1 5QE</PostCode>	If this is included, the other mandatory items in address container must also be included.
N00050	O	<Zip>66887</Zip>	
N00144	O	<Country>England</Country>	
N00038	O	<Easting>123456.7</Easting>	
N00039	O	<Northing>123456.7</Northing>	
	O	</Address>	
	O	<Phones>	
	MR	<Phone>	Mandatory if <Phones> present
N00090	O	<TelephoneType>H</TelephoneType>	
N00231	M	<PhoneNo>01632960900</PhoneNo>	Mandatory if <Phone> present
	MR	</Phone>	
	O	</Phones>	
N00220	O	<Email>username2@example.com</Email>	

CBDS Ref	XSD M/O		Notes
	O	<SuppInfo>	
	M	<SuppID>NAW (for example files)</SuppID>	
	O	</SuppInfo>	
	MR	</Contact>	
	O	</Contacts>	
	O	<SchoolsRecord>	
	MR	<School>	Only current and expected schools to be included
N00216	O	<LEA>421</LEA>	
N00147	O	<Estab>2389</Estab>	
N00278	O	<URN>654321</URN>	To be included where available
N00057	O	<SchoolName>Another School</SchoolName>	
N00018	O	<EntryDate>2026-09-01</EntryDate>	Mandatory for CMJ files
N00019	O	<LeavingDate>2027-09-13</LeavingDate>	Mandatory for the school a pupil is leaving in CML files
N00179	O	<LeavingReason>MS</LeavingReason>	
N00210	O	<RemovalGrounds>B</RemovalGrounds>	Mandatory for the school a pupil is leaving in CML files
	MR	</School>	

CBDS Ref	XSD M/O		Notes
	O	</SchoolsRecord>	
	M	</Pupil>	
	M	</CTFpupilData>	

6. Annex B Multiplication Tables Check XML message structure

6.1 Header

Results from the Multiplication Tables Check are available at the NCA Portal, full instructions are available at [Key stage 2 tests: how to access results and test scripts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/key-stage-2-tests-how-to-access-results-and-test-scripts). As 'MTC' has been added to the list of Partial CTF types, the layout of an MTC file has been included below. No special arrangements should be necessary for the loading of this file into MISs.

MISs will not be expected to produce MTC files, but should be able to receive them.

6.2 Header

A standard xml message header will be included in each MTC file and all elements will be included. The example file below includes details for two pupils, but actual files may include just one pupil or many pupils.

DfE CBDS Ref	M/O	
		<?xml version="1.0" encoding="utf-8"?>
		<CTfile>
		<Header>
N00600	M	<DocumentName>Common Transfer File</DocumentName>
N00608	M	<CTFversion>26.0</CTFversion>
N00609	M	<DateTime>2026-11-04T14:22:03</DateTime>
N00611	M	<DocumentQualifier>partial</DocumentQualifier>
N00617	O	<SupplierID> Multiplication Tables Check</SupplierID>
		<SourceSchool>

DfE CBDS Ref	M/O	
N00216	M	<LEA>999</LEA>
N00279	M	<Estab>0001</Estab>
N00278	O	<URN>12345</URN>
N00230	M	<SchoolName>Test school</SchoolName>
N00618	M	<AcademicYear>2026</AcademicYear>
		</SourceSchool>
		<DestSchool>
N00216	M	<LEA>999</LEA>
N00279	O	<Estab>00001</Estab>
N00278	M	<URN>12345</URN>
		</DestSchool>
		</Header>
		<CTFpupilData>
		<Pupil>
N00001	M	<UPN>X123456789101</UPN>
N00003	M	<Surname>Family-Name</Surname>
N00004	M	<Forename>Givenname</Forename>
N00006	M	<DOB>2014-12-28</DOB>
N00783	M	<Sex>M</Sex>
		<StageAssessments>
		<KeyStage>
N00156	M	<Stage>KS2</Stage>

DfE CBDS Ref	M/O	
		<StageAssessment>
N00088	M	<Locale>ENG</Locale>
N00602	M	<Year>2027</Year>
N00134	M	<Subject>MAT</Subject>
N00062	M	<Method>TT</Method>
N00063	O	<Component>MTC</Component>
N00061	O	<ResultStatus>R</ResultStatus>
N00200	O	<ResultQualifier>MT</ResultQualifier>
N00064	O	<Result>25</Result>
N00094	O	<ResultDate>2027-05-25</ResultDate>
		</StageAssessment>
		</KeyStage>
		</StageAssessments>
		</Pupil>
		<Pupil>
N00001	M	<UPN>V101987654321</UPN>
N00003	M	<Surname>Lastname</Surname>
N00004	M	<Forename>Firstname</Forename>
N00006	M	<DOB>2015-02-10</DOB>
N00783	M	<Sex>F</Sex>
		<StageAssessments>
		<KeyStage>
	M	<Stage>KS2</Stage>

DfE CBDS Ref	M/O	
		<StageAssessment>
N00088	M	<Locale>ENG</Locale>
N00602	M	<Year>2027</Year>
N00134	M	<Subject>MAT</Subject>
N00062	M	<Method>TT</Method>
N00063	O	<Component>MTC</Component>
N00061	O	<ResultStatus>R</ResultStatus>
N00200	O	<ResultQualifier>MT</ResultQualifier>
N00064	O	<Result>A</Result>
N00094	O	<ResultDate>2027-05-25</ResultDate>
		</StageAssessment>
		</KeyStage>
		</StageAssessments>
		</Pupil>
		</CTFpupilData>
		</CTfile>

7. Annex C Reception Baseline Assessment XML message structure

7.1 Header

This partial CTF format is available to help schools enterpupils for the Reception Baseline Assessment. Full details are available at [Reception baseline assessment: collection page - GOV.UK](#).

School MISs will not be expected to receive RBA files, but should be able to produce them. The files are not expected to be produced by local authority systems.

The RBA file has very few special requirements, but the School History module is mandatory, and within that, Entry Date (CBDS N00018) is required, while it is optional in normal CTFs.

7.2 Header

A standard xml message header will be included in each RBA file and all elements are included below. However, the DataQualifier and DataDescriptor fields (CBDS N00619 and N00614) are not required and can be omitted.

CBDS Ref	XSD M/O	
	M	<CTfile>
	M	<Header>
N00600	M	<DocumentName>Common Transfer File</DocumentName>
N00608	M	<CTFversion>26.0</CTFversion>
N00609	M	<DateTime>2026-09-27T00:00:00</DateTime>
N00611	M	<DocumentQualifier>partial</DocumentQualifier>
N00619	O	<DataQualifier>RBA</DataQualifier>
N00614	O	<DataDescriptor>RBA entry</DataDescriptor>

CBDS Ref	XSD M/O	
N00617	M	<SupplierID>NAW (for example files)</SupplierID>
	M	<SourceSchool>
N00216	M	<LEA>200</LEA>
N00279	M	<Estab>4500</Estab>
N00278	O	<URN>654321</URN>
N00230	M	<SchoolName>A School</SchoolName>
N00618	M	<AcademicYear>2026</AcademicYear>
	M	</SourceSchool>
	M	</Header>

7.3 Pupil Data

DfE CBDS Ref	XSD M/O	
	M	<CTFpupilData>
	MR	<Pupil>
N00001	M	<UPN>B801200005001</UPN>
N00003	M	<Surname>Surname1</Surname>
N00004	M	<Forename>Forename1</Forename>
N00006	M	<DOB>2020-08-13</DOB>
N00783	M	<Sex>M</Sex>

DfE CBDS Ref	XSD M/O	
	O	<BasicDetails>
N00005	O	<MiddleNames>Forename3</MiddleNames>
N00182	O	<NCyearActual>1</NCyearActual>
	O	</BasicDetails>
	M	<SchoolHistory>
	M	<School>
N00216	M	<LEA>200</LEA>
N00147	M	<Estab>4500</Estab>
N00278	O	<URN>654321</URN>
N00018	M	<EntryDate>2026-09-13</EntryDate>
	M	</School>
	M	</SchoolHistory>
	M	</Pupil>
	MR	<Pupil>
N00001	M	<UPN>B801200005002</UPN>
N00003	M	<Surname>Surname2</Surname>
N00004	M	<Forename>Forename2</Forename>

DfE CBDS Ref	XSD M/O	
N00006	M	<DOB>2020-07-10</DOB>
N00783	M	<Sex>M</Sex>
	M	<BasicDetails>
N00005	O	<MiddleNames>Forename4</MiddleNames>
N00182	O	<NCyearActual>1</NCyearActual>
	O	</BasicDetails>
	M	<SchoolHistory>
	M	<School>
N00216	M	<LEA>200</LEA>
N00147	M	<Estab>4500</Estab>
N00278	O	<URN>654321</URN>
N00018	M	<EntryDate>2026-09-13</EntryDate>
	M	</School>
	M	</SchoolHistory>
	M	</Pupil>
	M	</CTFpupilData>

8. Annex D Changes in attendance and absence codes

DfE introduced new attendance and absence codes from the beginning of 2024/25. This note gives information on how the codes map to Welsh codes, and vice-versa, for cross border CTF transfers.

From the beginning of 2024/25 code Y (unable to attend due to exceptional circumstances), code J (at an interview with prospective employers, or another educational establishment) and code H (leave of absence for the purpose of a family holiday granted by the school) have not been used in England.

8.1 English attendance codes

Circumstance	English Code	English Description	Code to be mapped to in Wales	Welsh Description
Attending the school	/	Morning session – present at the school when attendance register begins to be taken	/	Present at registration
Attending the school	\	Afternoon session – present at the school when attendance register begins to be taken	\	Present at registration
Attending a place other than the school	B	Attending a place for any other approved educational activity Where schools use code B, they must also record the nature of the educational activity	B	Educated off-site (not dual registration)
Absent	C	Absent with leave for other circumstances	C	Other authorised circumstances (not covered by another appropriate code/description)

Circumstance	English Code	English Description	Code to be mapped to in Wales	Welsh Description
Absent	C1	Absent with leave for the purpose of participating in a regulated performance	C	Other authorised circumstances (not covered by another appropriate code/description)
Absent	C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend	C	Other authorised circumstances (not covered by another appropriate code/description)
Attending a place other than the school	D	Attending another school at which they are a registered pupil	D	Dual registered (ie present at another school or at a PRU)
Absent	E	Excluded from the school	E	Excluded but no alternative provision made
Absent	G	Absent without leave for the purpose of a holiday	G	Family holiday (not agreed or sessions in excess of agreement)
Absent	I	Unable to attend because of sickness	I	Illness
Absent	J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution	J	Interview

Circumstance	English Code	English Description	Code to be mapped to in Wales	Welsh Description
Attending a place other than the school	K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Childrens and Families Act 2014) Where schools use code K, they must also record the nature of the educational activity	B	Educated off-site (not dual registration)
Attending the school	L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended	L	Late but arrived before the register closed
Absent	M	Absent with leave for the purpose of attending a medical or dental appointment	M	Medical or dental appointment
Absent	N	Absent - circumstances not yet established	N	No reason for the absence provided yet
Absent	O	Absent - other circumstances	O	Other unauthorised (not covered by other codes or descriptions)

Circumstance	English Code	English Description	Code to be mapped to in Wales	Welsh Description
Attending a place other than the school	P	Attending a place for an approved educational activity that is a sporting activity	P	Approved sporting activity
Absent	Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance	Y	
Absent	R	Day exclusively set apart for religious observance by the religious body to which the parent belongs	R	Day set aside exclusively for religious observance
Absent	S	Absent with leave for the purpose of studying for a public examination	S	Study leave
Absent	T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent	T	Traveller absence
Absent	U	Absent for registration - arrived in school after registration closed	U	Late and arrived after the register closed
Attending a place other than the school	V	Attending a place for an approved educational activity that is a visit or trip	V	Educational visit or trip
Attending a place other than the school	W	Attending a place for an approved education activity that is work experience	W	Work experience (not work based training)

Circumstance	English Code	English Description	Code to be mapped to in Wales	Welsh Description
Absent	X	Absent with leave, not of compulsory school age and timetable does not require them to attend	X	Untimetabled sessions for non-compulsory school-age pupils
Absent	Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available	Y	Partial and forced closure
Absent	Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency	Y	
Absent	Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use	Y	
Absent	Y4	Whole school closed when school was due to meet for a session, but session has been cancelled	Y	
Absent	Y5	Unable to attend because pupil is subject to a sentence of detention	Y	
Absent	Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease	Y	

Circumstance	English Code	English Description	Code to be mapped to in Wales	Welsh Description
Absent	Y7	Unable to attend because of any other unavoidable cause (Where schools use code Y7, they must also record the nature of the unavoidable cause)	Y	
N/A	Z	Pupil's name entered in advance of start date	Z	Pupil not on roll yet
N/A	#	Planned whole school closure – no session to take place	#	School closed to all pupils



Department
for Education

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