



Department  
for Education

# **Common transfer file**

**CTF 18 specification, version 1.0**

**February 2018**

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# 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
1.0	Gerard Hassett	13 February 2018

# 1. Introduction

## 1.1 Purpose of this specification

This document specifies the common transfer file, CTF 18, to be implemented in school systems from August 2018 and before 1 September 2018. This document will enable the suppliers of management information systems to schools to develop their software to generate and export CTFs from those systems.

The common transfer file (CTF) is the mechanism whereby schools transfer “common transfer information” to a subsequent school when a pupil leaves as specified in the [Education \(Pupil Information\) \(England\) Regulations 2005 Statutory Instrument \(S.I.\)](#) and subsequent amendments in [The Education \(Pupil Information\) \(England\) \(Amendment\) 2008](#). There is equivalent [legislation for Wales](#).

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

## 1.2 Coverage

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 CTF to the new school. Schools maintained by a local authority include all phases – for example, nursery, primary, secondary – and types of schools - such as 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 applying to PRUs as well as to other schools. 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 18 consists of the following documents:

- This word document containing a narrative and sample xml messages
- The [common basic data set \(CBDS\) Excel workbook](#) which provides details of the data items included in each container and related code sets. The CBDS is updated on an on-going basis but the data items included in this specification can be viewed separately in the CBDS by selecting “1” in the filter in the column headed CTF18 on the data definitions worksheet. Details of Welsh only data items

can be found in the Welsh CBDS on the [DEWi](#) site, (click on the link for 'Software Development Forum' and follow the links for 'Modular CBDS').

- An xml schema. This should be used with this specification to determine which elements/containers are repeatable, mandatory or optional.

[This document and the xml schema](#) will be published on the department's website.

Separate guides for schools and local authorities on the use of CTF will also be published on this website.

## 1.4 Business rationale

The following factors are the business drivers behind the CTF:

- Consistency with the overall vision behind the use of consistent interoperable standards and reducing the burden on schools
- Pupil Information Regulations that require the transfer of an educational record and CTF. This document provides information on the transfer of CTF
- That data collected in the containers are as defined in the CBDS
- It assumes that virtually all data is already held in schools' management information systems ready for transfer and so the need for data entry will be kept to a minimum
- It is based on the principle that schools are expected to hold and manage data for their own purposes, or have data held on their behalf so that they can access and extract it.

## 1.5 Snapshot and historical data

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

## 1.6 Purpose of a CTF

A CTF is used to transfer information when a pupil transfers from one school to another and systems should be developed to generate and export CTFs. 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 mid-phase or mid-year for a single pupil. CTFs must be generated from the main school MIS otherwise not all the necessary data items may be included and the school would not meet the statutory requirements for the data to be transferred, for example it may not have up to date attendance information.

CTFs can be generated 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 and then joining the same school
- for a single pupil who transfers schools 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 submitted to [S2S](#)
- when a pupil is leaving the school and the destination is known to be a school outside the maintained 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 because a pupil has arrived at the subsequent school
- when schools wish to return information to the local authority on pupils who have been added to, or removed from, the school register other than at the normal time of transfer (see section 2.5).

## 1.7 Purpose of an xml data transfer

Considerable use is made of xml data transfers as a mechanism for transferring pupil 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. XML data transfers are based on a sub-set of the CTF specification. Systems should be developed to include the facility to de-select any items included in CTF that are not required for an xml data transfer.

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 teacher assessment (TA) data to the responsible agency for pupils entered for end of KS2 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
- when a pupil is removed from or added to the school register the data formats in this document may be used to transfer the child’s details to the local authority in accordance with The Education (Pupil Registration) (England) (Amendment) Regulations 2016.

## **1.8 Changes from CTF 17**

### **1.8.1 Service Children**

Schools are requested to use the CTF to transfer extra information about service children to help in addressing their particular needs (see sections 3.1.4 and 3.1.8 for more details)

### **1.8.2 URN**

The Unique Reference Number has been added to the CTF for identifying schools. See section 2.6

### **1.8.3 CBDS numbers**

CBDS numbers have been removed from the text of the specification and are retained only in the xml message section.

### **1.8.4 Grounds for removal**

Formerly included in the children missing education files, this is now included in the main CTF as well, see section 3.1.14.



## 2. Generation and transfer of a CTF

### 2.1 Generation of a CTF

Systems should be developed to enable a separate CTF to be generated for each destination school at the point of normal transfer between school phases. This file should group together all pupils known to be leaving to join the same new school. A single CTF may be generated to send details of all leavers to the maintaining local authority for onward transmission.

Where a pupil is leaving the school and the destination is known to be a school outside the maintained sector in England and Wales, a file should be generated for each pupil and the destination shown as LA number MMM and school number as 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) ('forces school'), a file can and 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 from [the address list of schools](#) for Welsh schools. If there is doubt as to which MoD (formerly SCE) school a pupil is transferring, a file can be sent to MoD using 702LLLL as the destination.

Systems should be developed to enable CTFs to be generated for a pupil after they have left the school. This facility is required because a school could receive a request for a CTF from a subsequent school because a pupil has arrived at that school.

The generation of a CTF or xml data transfer should not take a pupil off roll nor should it assign leaving dates. Systems should allow the generation and export of more than one CTF or xml data transfer for the same pupil. Similarly, systems should allow the import of more than one CTF or xml data transfer for the same pupil. Systems should however allow data items to be de-selected on import.

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 systems 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 should be transferred in machine readable form, except where either the school sending the CTF or the school receiving the CTF does not have the necessary facilities to send or receive such information in that form. Where the information is transferred in "machine readable form" it should be in one of the following ways:

- through an intranet provided for that purpose by or on behalf of a local authority, defined as a closed network that can only be accessed
  - by the local authority,
  - by or on behalf of a governing body of a school within the area of that authority; or
  - by a teacher at a school within the area of that authority; or
- through an internet website or other facility provided for that purpose by or on behalf of the 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 in CTFs 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 of the <NAWdetails> container, see section 3.1.6.

### 2.3.1 Cross border imports

The code sets for some data items differ between England and Wales and, 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.

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 (are marked as 'no match' in Welsh CBDS) then 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 from 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 to this and they would then be expected to retrieve the information outside of the CTF.

Nationality should not be transferred from English to Welsh schools.

Guidance on the cross border transfer of data on FSM eligibility can be found in section 3.1.5. Guidance on the cross border transfer of data on SEN History can be found in section 3.1.9. Guidance on the cross border transfer of assessment data can be found in section 3.1.13.

## 2.4 File names for CTF

Systems should automatically generate a file name that is 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 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.

### 2.4.2 CTF from a school when the destination is not known

When a pupil is leaving a school 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 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

### 2.4.4 CTF to a school outside the maintained sector

When a CTF is sent from a school to a destination known to be outside the maintained sector in England or Wales, MMMMMMMM should be used in place of LLLsss2. This includes CTFs sent to schools in Scotland or Northern Ireland.

Example: 8012000\_CTF\_MMMMMMM\_001.xml

## 2.5 File names for xml data transfers

In order to enable identification of the use of an xml data transfer from its file name, systems should allow the use of the values from the code set, CS065, Type of Partial CTF, in the data extraction type section of the file name for partial files in place 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
ULN	Partial CTF containing unique learner number data
FSM	Partial CTF containing free school meal eligibility 1 data
PHO	Partial CTF containing year1 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, and so on

When an xml data transfer is sent from a school to the STA, NAALLL 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\_NAALLL\_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

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

Two partial CTFs (CMJ and CML) will 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 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 (in other words, 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.

## 2.6 Message header

A standard xml message header is required for each CTF and xml data transfer. The data items required within the header are shown in the table below. All the data 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 given as an example and suppliers must ensure that they enter whatever encoding they use for their files. Whilst UTF-8 is the standard encoding recommended by the world wide web consortium (W3C), other encoding, such as ISO-8859-1, can be accepted as long as it is 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 18.0. The version number must be retained to identify the structure of the file for the benefit of the “receiving” system. Systems should apply current rules to future versions and, as a minimum, should accept the current and immediately preceding version
<DateTime>	N00609	Date and time when the file was generated

Data item	CBDS number	Notes
<DocumentQualifier>	N00611	Type of CTF either “full” for use when a pupil moves from one school to another or “partial” for all other xml data transfers
<DataQualifier>	N00619	Optional for xml data transfers. Indicates the purpose of an xml data transfer. Valid values are given in CBDS code set CS065
<DataDescriptor>	N00614	Optional. Free text field that can be used to give additional information about the data contained in the xml data transfer. Systems 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 supplier’s system has created a particular file. Each container in CTF includes this data item.
<LEA>	N00216	LA Number, provided for both source and destination of the CTF or xml data transfer. If the destination school is not known for a CTF, then XXX should be entered and MMM when a pupil is moving to a school outside the maintained sector in England or Wales. NAA should be used for an xml data transfer for STA and XXX for LRS.
<Estab>	N00217	DfE Establishment Number, provided for both source and destination of the CTF or xml data transfer. 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 a LA (or STA) rather than a school.
<URN>	N00278	Establishment unique reference number <URN>. 'XXXXXX' may be entered where the destination 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.

Data item	CBDS number	Notes
<AcademicYear>	N00618	Provided by the source of the CTF or xml data transfer. The year at the beginning of the academic year in which the CTF or xml transfer file has been generated.
<SupplInfo>		Optional container in any file. Allows a supplier 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.

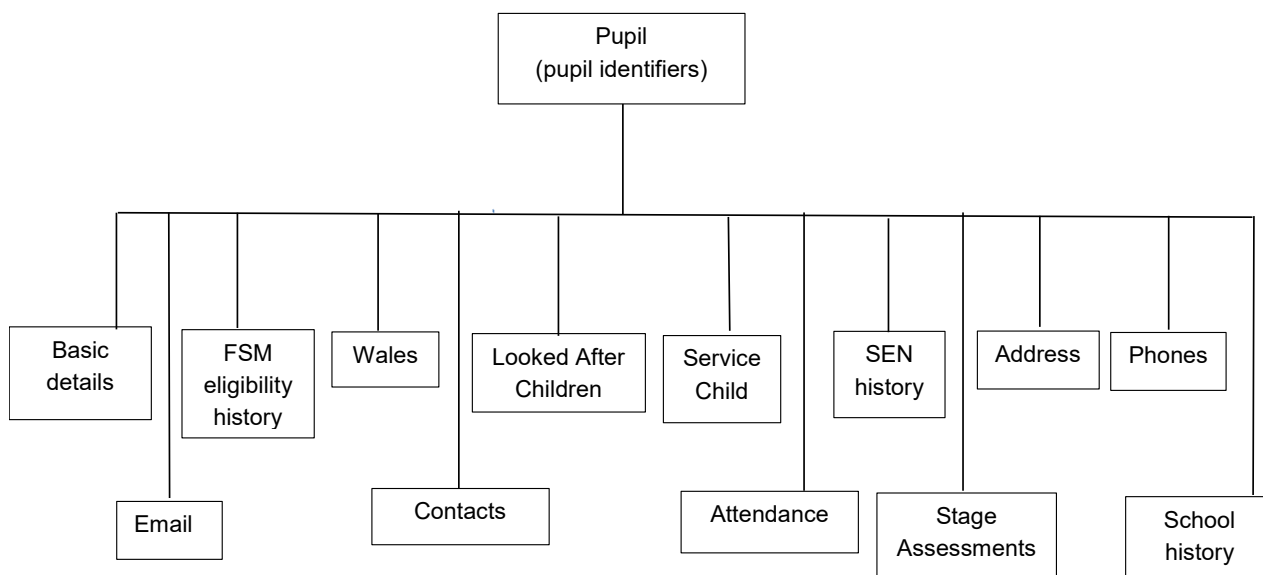
## 3. CTF content

### 3.1 Outline data content

#### 3.1.1 CTF

A CTF will comprise a number of containers shown below. A CTF may include one or more pupils. All of the containers should be included in a CTF where data is available in the system for the pupil(s) for whom the CTF is being generated. The “no data no tag” rule applies.

<CTFpupilData> is the container which holds ALL of the data for the CTF in a single file. <Pupil> is the container which holds ALL of the data for the CTF for a single pupil. It holds pupil identifier information and all the containers outlined in the structure shown below:



Sections 3.1.3 to 3.1.14, and the xml pupil data structure in Section 4.3.2, give details of the data items within 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>
- <Gender>



In addition to the data 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 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 with a return code of RC10 – Null Values. The fields listed above must be included as indicated to enable the xml data transfer to be accepted by both s2s and LRS.

Whilst ULNs are available to schools via s2s, software suppliers are encouraged to develop their systems to interface directly with the LRS system via its web services. The LRS offers a detailed specification for development and linking the LRS via web services as well as a dedicated support desk to assist with queries. The LRS makes no charge to schools or MIS suppliers for this. Further information can be found on the [LRS website](#).

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 are a subset of the data specified 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>
- <Gender>

<UniqueLearnerNumber> should also be provided where known.

### 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 system should disallow any code. This requirement does not force schools to adopt the full Language Code List but if a child has been identified in one school with a particular language that should not be changed to a global “Other than English” in a receiving school’s system just because that school does not deem it important. 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”.

<ServiceChild> is an optional field. This item does not apply to Wales. The department requests that when a CTF is received with the Service Child flag set to 'Y' an alert should be raised asking that a) the appropriate member of staff be informed of the identity of the service child joining the school and b) where the concerns section in the 'Service Child' container (that is; MoveConcern, DeployConcern, and SepConcern), has not been completed, that the appropriate member of staff be informed and advised to contact the CTF sending school for clarification.

<Disability> does not apply to Wales.

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

### 3.1.5 Free school meal eligibility

The <FSMhistory> container holds information about a pupil’s current or historical free school meal (FSM) eligibility. The sub-container <FSMinstance> is mandatory if <FSMhistory> is present and there can only be one <FSMinstance> without an <FSMendDate>.

Any period of FSM eligibility transferred via CTF from 1 January 2013, which is on-going or ended on or after that date, should have a system generated associated <UKcountry> attached to it, containing an appropriate value from the code set CS059. For periods of FSM eligibility that ended before 1 January 2013, <UKcountry> is not expected to be present (that is, the xml tag does not need to be included in the CTF file), but may be if it is known.

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

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

For any open periods of FSM eligibility, an <FSMendDate> should be system generated when a CTF is transferred from a school in another country, for example Wales, to a school in England. The <FSMendDate> should be derived from, and the same as, the date the pupil left the school sending the CTF, or if this date of leaving is not known, the day before the pupil's date of entry to the school receiving the CTF. It is up to software suppliers how they implement these system generated dates in their systems.

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

When a CTF is transferred between schools in the same country any open periods of FSM eligibility should remain open, in other words, no <FSMendDate> should be system generated.

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

For any open periods of FSM eligibility, when a CTF is transferred from an English to a Welsh school an <FSMendDate> should have been system 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 when the pupil left the previous school and 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.

Please note from (a) above that pupils eligible for FSM in Wales are not automatically recorded as eligible for FSM in England but from (c) above the Welsh Government are content for pupils recorded as eligible for FSM in England to automatically be recorded as eligible for FSM in Wales.

### **3.1.6 Wales**

The <NAWdetails> container 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. The container can be ignored on import by destinations, such as English schools, that do not require it.

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

<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.

### **3.1.7 Looked after children**

The <LookedAfter> container holds information to indicate that a child is in care and 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 field 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>: This is a free text box in which the school can include further details about their concerns. The school may wish to include, in this free text section, contact details for further information.

<DateOfAssessment> is included to record when the assessment of the above fields took place and must be present if any of the four 'concerns' fields are present. The information above should be stored by the receiving school to assist in 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.

The department requests that when a CTF is received with the Service Child flag set to 'Y' an alert should be raised asking that: a) the appropriate member of staff be informed of the identity of the service child joining the school and b) where the concerns section in the 'Service Child' container (that is; MoveConcern, DeployConcern, and SepConcern) has not been completed, that the appropriate member of staff be informed and advised to contact the CTF sending school for clarification.

### **3.1.9 SEN**

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

The <SEN> container holds details of the type of <SENProvision> being made and must include details of any current provision. Common understanding is that any earlier (different) provisions are also transferred with relevant <StartDate> and, where appropriate, <EndDate>. Therefore the <SEN> container must be repeatable.

Only alphabetic values as specified in the current CBDS codeset are valid for <SENprovision>. Previously old values of 0, 1, 2, 3, 4, 5 had been accepted for transfer via CTF.

The <SENneeds> sub-container only relates to current provision and so it should not be repeated for each historic <SENprovision>. A pupil can however have a number of separate "needs" within the current SEN provision and so the <SENneed> container is repeatable. The <SENneed> container 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 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 <NeedStartDate> and <NeedEndDate> fields.

The <SENhistory> container 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 <SENprovision> is N.

Where a CTF is received from across the English-Welsh border the SEN History module should not be imported. If the CTF contains an SEN History module (except in those cases 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 reflect current ranking.

Values of A, P and S remain valid for SEN Provision, so as 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 elements:
  - <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 that has been 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> the code allocated by the Post Office to identify 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 data items must be included:

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

When used as 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 information about the various contact names that are recorded against a pupil. There may be any number of contacts and each contact is held within the repeatable <Contact> sub-container.

If the address of the adult contact is the same as that for the pupil, then <AddressAsPupil> should be "true". If not then the tag is omitted and the contact address

in one of the two formats shown for Pupil Contact Details above is used. CBDS data item N00037, Postcode, <PostCode> is used for pupil contact details.

The <Phones> container holds the telephone number(s) for the contact which are recorded in the repeatable <Phone> sub-container which allows for more than one telephone number.

### 3.1.12 Attendance

The <Attendance> container holds information about the attendance of the pupil over the previous academic years and the mandatory data items must as a minimum 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 would normally be 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, for example holidays, are recorded in advance). Future sessions are otherwise populated with code - (dash). This sub-container should be included in any CTF from a Welsh school.

<AttendanceMarks> is a concatenation of all session attendance codes for each pupil. The meanings for Codes Y and # were revised in 2011 but the Welsh Government decided not to implement the changes in meanings and it is important to be aware that attendance codes Y and # transferred from Welsh schools via CTF have a different meaning, and vice versa. For further details see the [English](#) and [Welsh](#) CBDSs.

### 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 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 data items can be found in the [English](#) and [Welsh](#) versions of A\_Comp. Suppliers will wish to be aware that the English CBDS has not kept pace with A\_Comp and should therefore not be used as the source for information about A\_Comp.

- <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 stated otherwise below in the information for specific key stages, this should include the results of the teacher assessment for all key stages that have been completed 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.

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.

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 2018 should have the year recorded as 2018.

### **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 for the academic year 2017/18 can be found in the [ARAs](#).

### **Key Stage 1**

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. School MIS software should check that a valid entry has been made in the fields for the Phonics Screening Check where appropriate.

Data for KS1 tasks and tests need not be transferred. The KS1 components that are statutorily required to be transferred are those where the 'Method' in A\_Comp is TA.

Further details for the academic year 2017/18 can be found in the [ARAs](#).

### **Key Stage 2**

Details for the academic year 2017/18 can be found in the [ARAs](#).

## **Pupils working Below the Standard of the Pre Key Stage**

P-Scale data for all relevant subjects or attainment targets, that is, any subject or individual attainment target where the result is BLW (Working Below the Standard of the Pre Key Stage). Individual attainment targets are relevant for English and Maths components at Key Stage 1; P scales are only required for all other subjects and key stages where the result is BLW (Working Below the Standard of the Pre Key Stage), and the relevant P scale is that for the subject. This is required for pupils at all key stages. As specified in the A\_Comp, the <Stage> for p-scale scores should be 'SEN'.

## **Annual Assessments**

Schools have the ability to run their own assessment regimes, within guidelines set by the department. However 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**

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

Early Years Foundation Stage (EYFSP) does not apply to Welsh schools. P-Scales are also not used in Wales. Data for 2005 or later relating to KS1, KS2 (with <Method> of TT) or KS3 (with <Method> of any value other than TA) is also not relevant to a Welsh school.

Post 2005 (academic year 2004/5) KS2 and KS3 test data must not be transferred from Welsh schools.

A separate National Reading Test (NRT) is used for all maintained schools in Wales. There is a NRT for every pupil at the end of each of NCY 2 through to 9. A raw score will be generated for each learner taking the test.

Raw scores will be converted to age standardised scores and progress scores and imported back into school MIS using an xml data transfer.

The same approach is being taken with National Numeracy Tests (NNT) in Wales. An example xml file structure is available on the [DEWi site](#), select Software Development Forum, then Welsh National Tests and then Welsh National Tests 2018. NAW\_A\_Comp 2018 gives the latest file components.

The Welsh Government would like suppliers to develop their systems to store Wales specific assessment information separately within an MIS on import to an English school and for the data to be re-exported with its original values if the pupil later transfers back to a school in Wales. Whilst it would be useful for schools to have a full assessment

history for such pupils, there is no absolute requirement for systems to be developed to enable its transfer.

Wales has a Foundation Phase (FP) covering the period from Reception to end of year 2 (equivalent to FSP + KS1 in England). The Welsh Government would similarly like suppliers to develop their systems to store this information separately within an MIS on import to an English school and to re-export with its original values if the pupil later transfers back to a school in Wales. However, again there is no absolute requirement to do so.

### **3.1.14 School History and Schools Record**

#### **School History**

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

Details of the school sending the CTF or xml data transfer must be included in the school history module. CTFs must include <EntryDate> for the school sending the CTF. If a school is not certain about the <EntryDate> for any previous school included in the school history container then no <EntryDate> should be returned for that school. Only dates known to be accurate should be transferred. Data items <LeavingDate> and <LeavingReason> should be included in any CTF where they exist in a system.

<LeavingDate> may be a date in the future as a CTF may be created and transferred in advance of a pupil leaving the school.

Grounds for Removal and Leaving Reason are two 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 is intended to allow schools to transfer information to local authorities in line with legal obligations under these regulations while the 'Leaving Reason' field is intended to meet the schools own administrative needs.

#### **Schools Record**

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

When used as part of the CMJ or CML files the schools record container 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. Where 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 Annex A 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>18</CTFversion>
N00609	M	<DateTime>2018-09-27T00:00:00</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>2018</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>	100001	Mandatory for CTF and xml data transfers
N00011	O	<UniqueLearnerNumber>9999999998</UniqueLearnerNumber>	100016	Mandatory for CTF where known
N00180	O	<UCI>999990150001A</UCI>	100492	Welsh UCI does not allow 'B' as 6 <sup>th</sup> character to identify international centres
N00003	M	<Surname>Surname1</Surname>	100003	Mandatory for CTF and xml data transfers
N00004	M	<Forename>Forename1</Forename>	100004	Mandatory for CTF and xml data transfers
N00006	M	<DOB>2004-08-13</DOB>	100007	Mandatory for CTF and xml data transfers

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00007	M	<Gender>M</Gender>	100008	Mandatory for CTF and xml data transfers
	M	<BasicDetails>		Mandatory container for CTF but not xml data transfers
N00002	O	<FormerUPN>E92520729925A</FormerUPN>	100002	
N00010	O	<PreferredSurname>Surname1</PreferredSurname>		
N00008	O	<FormerSurname>Surname2</FormerSurname>		
N00009	O	<PreferredForename>Forename2</PreferredForename>		
N00005	O	<MiddleNames>Forename3</MiddleNames>	100006	
N00182	O	<NCyearActual>10</NCyearActual>	100068	
	O	<EnglishProficiencies>		
	MR	<EnglishProficiency>		
N00196	M	<ProficiencyInEnglish>E</ProficiencyInEnglish>		
N00197	M	<ProficiencyInEnglishDate>2015-09-21</ProficiencyInEnglishDate>		
	MR	</EnglishProficiency>		
	O	</EnglishProficiencies>		
N00188	O	<CountryofBirth>CAN</CountryofBirth>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	O	<Nationalities>		
N00187	MR	<Nationality>CAN</Nationality>		
	O	</Nationalities>		
N00177	M	<Ethnicity>WBRI</Ethnicity>	100022	Wales uses a different codeset from England
N00198	O	<EthnicitySource>C</EthnicitySource>	100023	Wales uses a different codeset from England
	M	<Languages>		First language mandatory for CTF
	O	<Type>		
N00107	M	<LanguageType>F</LanguageType>	190150	Wales uses a different codeset from England
N00015	M	<Language>ENG</Language>	190151	Wales uses a different codeset from England
	O	</Type>		
	M	</Languages>		
N00093	O	<ServiceChild>N</ServiceChild>		
N00025	O	<MedicalFlag>>true</MedicalFlag>		
	O	<Disabilities>		



DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00622	MR	<Disability>HAND</Disability>		Mandatory if <Disabilities> is present
	O	</Disabilities>		
N00017	O	<EnrolStatus>C</EnrolStatus>	100060	
	O	<SupplInfo>		
	M	<SupplID>NAW (for example files)</SupplID>		Mandatory if <SupplInfo> is present
	O	</SupplInfo>		
	M	</BasicDetails>		
	O	<FSMhistory>		
N00012	O	<FSMreviewDate>2018-10-21</FSMreviewDate>		
	MR	<FSMinstance>		Mandatory if <FSMhistory> is present. Can only be one <FSMinstance> without an <FSMendDate>
N00142	M	<FSMstartDate>2016-10-23</FSMstartDate>		Mandatory if <FSMhistory> is present
N00143	O	<FSMendDate>2017-12-24</FSMendDate>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00277	O	<UKcountry>ENG</UKcountry>		
	MR	</FSMinstance>		
	O	</FSMhistory>		
	O	<NAWdetails>		<NAWdetails> for transfer within Wales only
	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>	100023	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

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	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
	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>2012-10-13</DateEntry>	100059	
	O	</NAWdetails>		
	O	<LookedAfter>		
N00013	M	<InCare>>true</InCare>	100038	Mandatory for CTF if <LookedAfter> is present
N00014	O	<CareAuthority>000</CareAuthority>	100039	Mandatory if <InCare> = true (or 1)
	O	</LookedAfter>		
		<TransientChild>		
	O	<ServiceChildren>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00628	O	<MoveConcern>None</MoveConcern>		
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>2018-09-15</ DateOfAssessment>		
		</ServiceChildren>		
		</TransientChild>		
	O	<SENhistory>		<SENhistory> container may only be omitted from CTF if the only entry in <SENprovision> is N. Whole container is optional for Welsh transfers regardless of the values within it.
	MR	<SEN>		Mandatory for CTF if <SENhistory> is present
N00028	O	<StartDate>2015-10-13</StartDate>	100078	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>	100580	Mandatory for CTF if value is E or K. Wales is using the Welsh CBDS reference 100077 for this data item.
N00206	O	<EndDate>2017-11-25</EndDate>	100611	
	MR	</SEN>		
	O	<SENneeds>		
	OR	<SENneed>		Mandatory at least once if <SENprovision> is E or K.
N00207	O	<NeedStartDate>2015-10-13</NeedStartDate>		
N00208	O	<NeedEndDate>2017-11-25</NeedEndDate>		
N00024	O	<SENtypeRank>1</SENtypeRank>		Mandatory if <SENneed> is present and <NeedEndDate> is not present. Not to be included for past needs.
N00166	M	<SENtype>SPLD</SENtype>	100081	Mandatory if <SENneed> is present Wales uses a different codeset from England

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	OR	</SENneed>		
	O	</SENneeds>		
	O	<SupplInfo>		
	M	<SupplID>NAW (for example files)</SupplID>		
	O	</SupplInfo>		
	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>	100420	
N00037	O	<PostCode>DL1 5QE</PostCode>	100120	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	<SupplInfo>		
	M	<SupplID>NAW (for example files)</SupplID>		
	O	</SupplInfo>		
	O	</Address>		
	O	<Phones>		
	MR	<Phone>		Mandatory if <Phones> is present
N00089	O	<TelephoneType>M</TelephoneType>		
N00231	M	<PhoneNo>07700900123</PhoneNo>		Mandatory if <Phone> is present
	MR	</Phone>		
	O	</Phones>		
N00220	O	<Email>username@example.com</Email>		
	O	<Contacts>		Adult contact details
	MR	<Contact>		Mandatory if <Contacts> is 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> is present
N00004	O	<Forename>Forename4</Forename>		
N00047	O	<MiddleNames>Forename5</MiddleNames>		
N00048	O	<Gender>M</Gender>		
N00092	M	<Relationship>PAF</Relationship>		Mandatory if <Contact> is present
N00049	O	<Responsibility>true</Responsibility>		
	O	<Address>		
N00121	O	<AddressAsPupil>true</AddressAsPupil>		Mandatory if value is true, if value is false then address data items must be provided and 100192 is used for <PostCode>
	O	</Address>		
	O	<Phones>		
	MR	<Phone>		Mandatory if <Phones> is present

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00090	O	<TelephoneType>H</TelephoneType>		
N00231	M	<PhoneNo>016321234567</PhoneNo>		Mandatory if <Phone> is present
	MR	</Phone>		
	O	</Phones>		
N00220	O	<Email>username2@example.com</Email>		
	O	<SupplInfo>		
	M	<SupplID>NAW (for example files)</SupplID>		
	O	</SupplInfo>		
	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> is present
N00602	M	<Year>2018</Year>	100266	Mandatory if <Attendance> is present

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00216	M	<LEA>001</LEA>	200001	Mandatory if <Attendance> is present
N00279	M	<Estab>2389</Estab>	200002	Mandatory if <Attendance> is present
N00278	O	<URN>654321</URN>		
N00230	M	<SchoolName>The School</SchoolName>	200005	Mandatory if <Attendance> is present
N00052	M	<SessionsPossible>350</SessionsPossible>	100228	Mandatory if <Attendance> is present
N00054	M	<SessionsAuthorised>55</SessionsAuthorised>	100230	Mandatory if <Attendance> is present
N00053	M	<SessionsAttended>250</SessionsAttended>	100229	Mandatory if <Attendance> is present
N00055	M	<SessionsUnauthorised>40</SessionsUnauthorised>	100231	Mandatory if <Attendance> is present
	O	<AttendSessions>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00051	M	<AttendanceStartDate>2017-09-04</AttendanceStartDate>		The attendance pattern in this example shows the start of the academic year as 4 September 2017 but the pupil does not start at the school until 11 September. The CTF file is created on 1 March 2018 containing attendance data up to and including 28 February 2018. NOTE: \ in XML is a special character but should not be a problem when used in a character string. Not deliverable in Wales. For transfers in an English school or from an English school to its maintaining LA.
N00165	M	<AttendanceMarks>##ZZZZZZZ#####\VM\####HH HHHHHHHH#####\L\U\RR#####\##\V####\BB\ OO#####\VWWW#####\V#####\V##### \V#####\IIIIII#####\V#####\VRR\ ####\V#####\#####\##### #####\#####\MO#####\J#####\V #####\VVP#####U#####\V </AttendanceMarks>		
	O	</AttendSessions>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
	MR	</YearData>		
	O	<SupplInfo>		
	M	<SupplID>NAW (for example files)</SupplID>		
	O	</SupplInfo>		
	O	</Attendance>		
	M	<StageAssessments>		Mandatory for CTF but not xml data transfers.
	MR	<KeyStage>		
N00156	M	<Stage>EYF</Stage>	100265	
	MR	<StageAssessment>		
N00088	M	<Locale>ENG</Locale>	190040	
N00602	M	<Year>2018</Year>	100266	
N00134	M	<Subject>COM</Subject>	100271	Wales uses a different codeset from England
N00062	M	<Method>FA</Method>	100273	
N00063	O	<Component>G01</Component>	100274	
N00061	O	<ResultStatus>R</ResultStatus>	100270	
N00200	O	<ResultQualifier>FD</ResultQualifier>	100275	

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00064	O	<Result>2</Result>	100276	
N00094	O	<ResultDate>2018-05-25</ResultDate>	100332	Mandatory where <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> is present
N00216	M	<LEA>421</LEA>	200001	Mandatory if <SchoolHistory> is present
N00147	M	<Estab>2389</Estab>	200002	Mandatory if <SchoolHistory> is present
N00278	O	<URN>654321</URN>		

DfE CBDS Ref	XSD M/O		Welsh CBDS Ref	Notes
N00057	M	<SchoolName>Another School</SchoolName>	200005	Mandatory if <SchoolHistory> is present
N00018	O	<EntryDate>2005-09-13</EntryDate>	100063	Mandatory for school sending the CTF, optional for any other schools
N00019	O	<LeavingDate>2008-07-22</LeavingDate>	100064	
N00179	O	<LeavingReason>MS</LeavingReason>	190090	
N00210	O	<RemovalGrounds>B</RemovalGrounds>		
	O	<SupplInfo>		
	M	<SupplID>DfE (for example files)</SupplID>		
	O	</SupplInfo>		
	MR	</School>		
	O	</SchoolHistory>		
	O	<SupplInfo>		
	M	<SupplID>String</SupplID>		
	O	</SupplInfo>		
	M	</Pupil>		
	M	</CTFpupilData>		

## 5. Appendix Children Missing Education XML message structure

### 5.1 Header

A standard xml message header is required for each Children Missing Education transfer file, as for a normal CTF or 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 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>18.0</CTFversion>
N00609	M	<DateTime>2018-09-27T00:00:00</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>2018</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 according to the guidance in Section 3. M indicates that a data item is mandatory in the XSD schema and O that it is optional. 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 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	M	<UPN>B801200005001</UPN>	Mandatory
N00011	O	<UniqueLearnerNumber>9999999998</UniqueLearnerNumber>	Mandatory where known
N00003	M	<Surname>Surname1</Surname>	Mandatory
N00004	M	<Forename>Forename1</Forename>	Mandatory
N00006	O	<DOB>2009-08-13</DOB>	Mandatory for pupils added to register
N00007	M	<Gender>M</Gender>	Mandatory for pupils added to register
	O	<Addresses>	
	MR	<Address>	Pupil contact details
N00626	O	<AddressStartDate>2015-11-12</AddressStartDate>	
N00627	O	<AddressEndDate>2018-11-12</AddressEndDate>	

CBDS Ref	XSD M/O		Notes
	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>	
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>	

CBDS Ref	XSD M/O		Notes
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 data transfer the other mandatory items in the 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> is present
N00089	O	<TelephoneType>M</TelephoneType>	
	M	<PhoneNo>07700900123</PhoneNo>	Mandatory if <Phone> is present

CBDS Ref	XSD M/O		Notes
	MR	</Phone>	
	O	</Phones>	
	O	<Email>username@example.com</Email>	
	O	<Contacts>	Adult contact details
	MR	<Contact>	Mandatory if <Contacts> is present
N00045	O	<Order>1</Order>	
N00046	O	<Title>Mr</Title>	
	M	<Surname>Surname1</Surname>	Mandatory if <Contact> is present
	O	<Forename>Forename4</Forename>	
N00047	O	<MiddleNames>Forename5</MiddleNames>	
N00048	O	<Gender>M</Gender>	
N00092	M	<Relationship>PAF</Relationship>	Mandatory if <Contact> is present
N00049	O	<Responsibility>>true</Responsibility>	
	O	<Address>	Only current address and expected address to be included
	O	<BS7666Address>	
N00030	O	<SAON>SAON1</SAON>	

CBDS Ref	XSD M/O		Notes
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>	
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>	

CBDS Ref	XSD M/O		Notes
	O	</AddressLines>	
N00119	O	<County>Durham</County>	
N00037	O	<PostCode>DL1 5QE</PostCode>	If this is included in a data transfer the other mandatory items in the 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> is present
N00090	O	<TelephoneType>H</TelephoneType>	
	M	<PhoneNo>016321234567</PhoneNo>	Mandatory if <Phone> is present
	MR	</Phone>	
	O	</Phones>	
	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 school and expected school to be included
	O	<LEA>421</LEA>	
N00147	O	<Estab>2389</Estab>	
N00278	O	<URN>654321</URN>	
N00057	O	<SchoolName>Another School</SchoolName>	
	O	<EntryDate>2018-09-01</EntryDate>	Mandatory for CMJ files
	O	<LeavingDate>2018-09-13</LeavingDate>	Mandatory for CML files
N00179	O	<LeavingReason>MS</LeavingReason>	
N00210	O	<RemovalGrounds>B</RemovalGrounds>	Mandatory for CML files
	MR	</School>	
	O	</SchoolsRecord>	

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



## Annex A Errata

This errata lists all changes to the document from the baselined version (version 1.0) onwards

Version	Changes made	Author / date
1.0	<p>General amendments:</p> <ul style="list-style-type: none"><li>• Dates and version numbers rolled forward,</li><li>• CBDS numbers removed from main body of narrative,</li><li>• CBDS numbers changed to new version of CBDS</li></ul> <p>Substantive changes:</p> <ul style="list-style-type: none"><li>• New sections on Service Children added in sections 3.1.4 and 3.1.8</li><li>• Unique Reference Number for schools added in section 2.6</li><li>• Grounds for Removal has been added to the CTF file, having previously been in only the CME file, see section 3.1.1.</li></ul> <p>Minor changes</p> <ul style="list-style-type: none"><li>• Guidance on use of 'Children Missing Education' section updated, section 1.6 and 2.5</li><li>• References to Service Children's Education updated, section 2.1</li><li>• Text added to clarify that SEN provisions of A, P and S are still valid in Wales although they have been phased out in England, section 3.1.9</li></ul> <p>The XML message structure has been updated to reflect these changes.</p> <p>The XML has also been updated to include an extra column showing the Welsh CBDS number. Under the previous structure of the English CBDS, the numbers from both countries usually coincided.</p>	Gerard Hassett 14 February 2018



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for Education

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