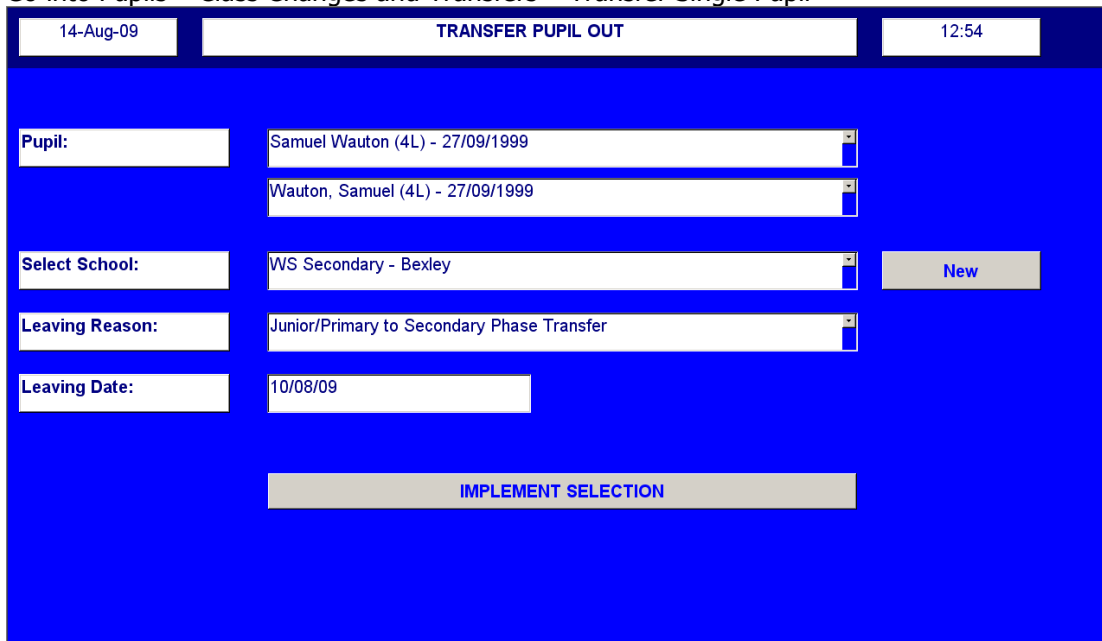


Generating a CTF file

There are several ways in the system to generate Common Transfer Files.

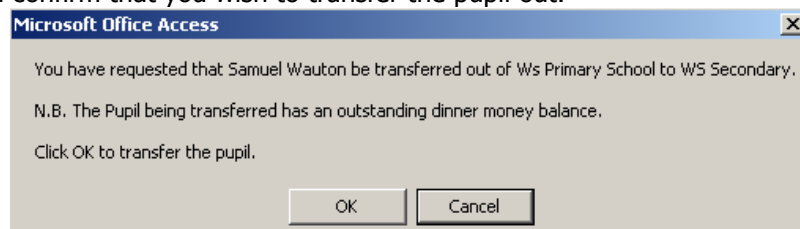
1. Transferring a single pupil off roll

Go into Pupils – Class Changes and Transfers – Transfer Single Pupil

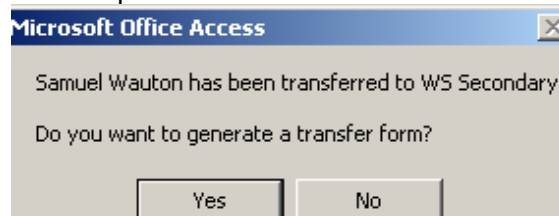


Select the pupil you wish to transfer out of the school, and then select the destination school, leaving reason and finally leaving date.

A screen will confirm that you wish to transfer the pupil out.



You will be asked if you wish to produce a transfer form



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The next screen will show you the information that will be included in the CTF file, if you do not want the file to contain certain areas, un-tick the boxes at the top.

Assessments Attendance Background Contacts Previous Schools SEN

WHICH PUPILS? INCLUDE OFF ROLL PUPILS?

Year Group: [] Class: [] Last Name: [] First Name: Samuel Wauton (4L) Left Later Than: 10-Aug-09

WHOLE SCHOOL

DATA COLLECTION OR TRANSFERS Pupil Transfer Files Data Collection

ANY SCHOOL WHICH DESTINATION SCHOOL? School: []

WHICH ATTENDANCE PERIOD? Include Sessions?

From: 01-Sep-09 To: 31-Aug-09

FSP: Foundation Stage Profile, Spring/Summer 2005

	Tests/Tasks	Teacher Assessments
Key Stage 1:	Key Stage 1 SATs, Summer 2007	Key Stage 1 Teacher Assessments, Summer 2007
Year 3:		Y3 Teacher Assessment Autumn, 2008
Year 4:		Y4 Teacher Assessment Spring, 2009
Year 5:		
Key Stage 2:		

GENERATE TRANSFER INFORMATION **EXIT**

When you are happy with the details being included, click on generate transfer information, if you wish to change or add assessments, select the relevant events from the drop down boxes.

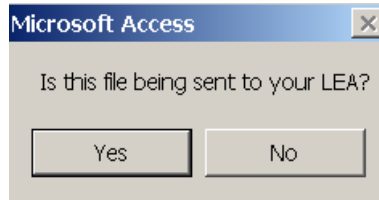
A screen will show you the pupil the file will be created for. To produce a paper transfer file you can select the Yes tick box, and then click on Produce XML File.

14-Aug-09 Pupils To Be Included In Export 13:06

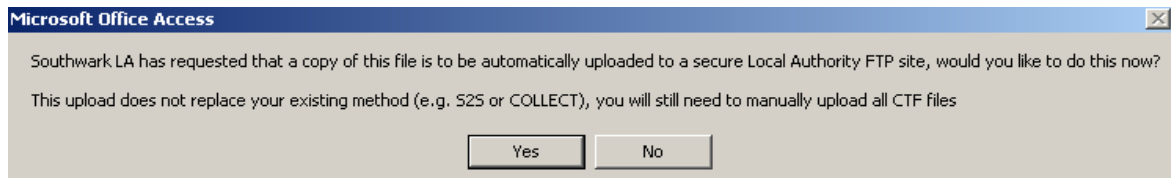
Wauton, Samuel WS Secondary Include Exclude

Paper Reports? Yes No **Produce XML File** **Cancel** **Exclude All Pupils**

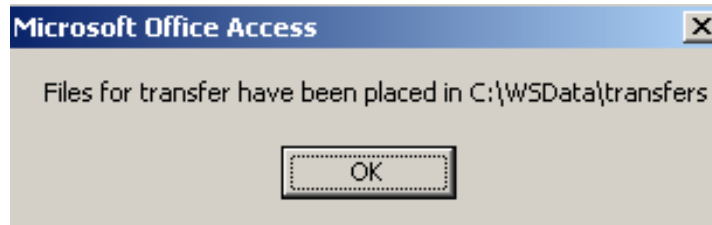
You will be asked if the file is being sent to the LEA, click Yes if the LEA has requested the file otherwise the click No.



If you are a Southwark school, you will not see the above message, instead you will see a screen like the one below after the next step.



A message will inform you where the system has placed the file. N.B This is where you need to browse to, for uploading the file to the S2S website so you may need to make a note of the path.



N.B Every time you generate a transfer file, it will move the old transfer files into a folder called "old transfers" therefore only leaving the most recent transfers in that folder.



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2. Generating transfer forms

A CTF file can be generated for any pupil on-roll, off-roll, a class, year group or even for the whole school. N.B A file for the whole school will not contain any assessments.

Go in to Pupils – Class Changes and Transfers – Generate Transfer Forms

Select the areas you wish to include in the CTF file at the top of the screen, if you wish not to have the area included, un-tick the relevant boxes.

Select whether you wish to include off-roll pupils, choose whole school, year group, class or individual pupil. If the pupil has been transferred off the system you have the option to enter a date that will allow the system to include pupils who left after the date entered.

If you have asked for assessments to be included in the CTF file and none automatically come up in the assessments section you will be asked if you want to select the assessments you want to be included in the file.

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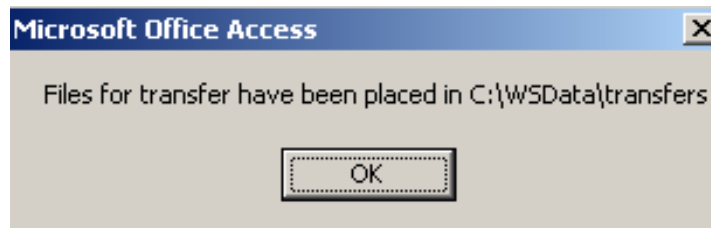
Once all the relevant information has been selected, click on Generate Transfer Information.

07-Oct-04	Pupils To Be Included In Export	20:21
Leanne	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Aisev	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Amanda	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Gwale	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Chantay	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Katie	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Gemma	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Radnanki	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Trei	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Montana	NOT KNOWN	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Paper Reports? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="button" value="Produce XML File"/> <input type="button" value="Cancel"/> <input type="button" value="Exclude All Pupils"/>		

The screen will show you the pupils who will be included in the file, if you wish to exclude any pupils, select the exclude option. To produce an accompanying Paper Report select the Yes box, A Pupil Details report will be printed for each pupil.

Select Produce XML file.

You will then be informed where the system has placed the file. N.B This is where you need to browse to, upload the file to the S2S website, so you may need to make a note of the path.



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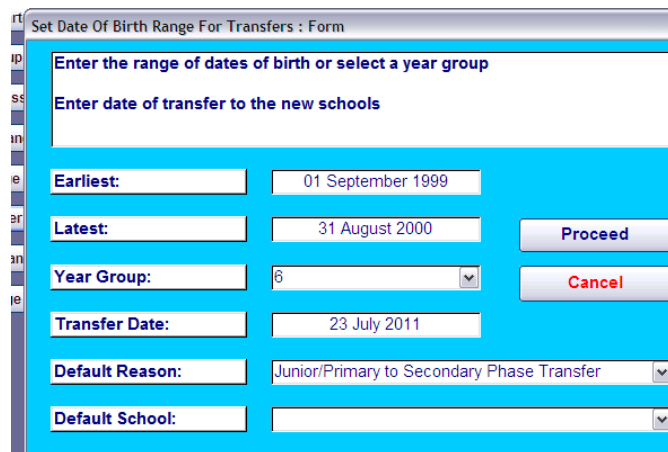
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3. Multiple Transfer

A Multiple Transfer will allow you to transfer out a whole year group, for example when Year 6 Transfer to secondary schools.

Select Pupils – Class Changes and Transfers – Multiple Transfer



Select the Year Group this will automatically complete the earliest and latest dates of birth. Enter the leaving date as the last day the pupils will be in school and select the leaving reason then click on Proceed.

13-Aug-09	MULTIPLE TRANSFER		09:04
Whitney	<input type="text"/>	New	Junior/Primary to Secondary Phas
Nelson	<input type="text"/>	New	Junior/Primary to Secondary Phas
Seymour	<input type="text"/>	New	Junior/Primary to Secondary Phas
Sadiki	<input type="text"/>	New	Junior/Primary to Secondary Phas
Tarika	<input type="text"/>	New	Junior/Primary to Secondary Phas
Joshua	<input type="text"/>	New	Junior/Primary to Secondary Phas
Sharmar	<input type="text"/>	New	Junior/Primary to Secondary Phas
Omar	<input type="text"/>	New	Junior/Primary to Secondary Phas
Yafe	<input type="text"/>	New	Junior/Primary to Secondary Phas

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Enter from the drop down list the secondary school the pupil will be attending. You can return to this screen to complete any pupil whose school you may not have entered. To produce the transfer file(s) to upload to the S2S website for secondary schools, Select Pupils – Class Changes and Transfers – Generate Transfer Forms

If you are producing the files after the pupils leaving date, select 'Include off roll pupils', 'Year Group' and enter a 'Left later than' date.

Once all the relevant information has been selected, click on Generate Transfer Information.

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The screen will show you the pupils who will be included in the file. To exclude any pupils, select the exclude option.

If you wish to produce an accompanying Paper Report select the Yes box, A Pupil Details report will be printed for each pupil.

13-Aug-09		Pupils To Be Included In Export		09:08	
Acka,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Adedoyin,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Afiotor,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Aizan,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Altan,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Anderson,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Asbury	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Ayolie,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Baker,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Batiste,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Brown,	Athelney Primary School	<input type="radio"/> Include	<input type="radio"/> Exclude		
Burke,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Burrowes,	ABROAD	<input type="radio"/> Include	<input type="radio"/> Exclude		
Paper Reports? <input type="radio"/> Yes <input type="radio"/> No		<input type="button" value="Produce XML File"/>	<input type="button" value="Cancel"/>	<input type="button" value="Exclude All Pupils"/>	

Select Produce XML file.

A message stating where the system has placed the file will be displayed. N.B This is where you need to browse to, upload the file to the S2S website so you may need to make a note of the path.



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4. Adding schools to Wauton Samuel

When transferring pupils to their new school and the school is not available in the dropdown list, it can be added to the database.

Go into Housekeeping – Schools – New (bottom left of screen)

Complete a blank form with the Name of the school, school ID, Type of school, First line of address – if unknown enter unknown and LEA.

13-Aug-09		Schools		09:10	
Name:	Westhome Primary School	Type:	Primary	WeP	
School Id:	2001	Do Not Validate Address:	<input checked="" type="checkbox"/>		
Address:	Westhome Avenue Grove Park London	Search	Map	Edit	
Post Code:	SE12	Tel:	0208 691 6622		
Head:	Mr John Westhome				
SAO:	Ms Sue Westhome				
LEA:	Lewisham	Email:	info@westhome.lewisham.sch.uk		

The information you need to complete adding the new school can be found on the S2S website www.edubase.gov.uk/EstablishmentFind.aspx

A screen appears that allows you to enter different search criteria. Once completed a list of schools that match your search criteria will be shown, by clicking on the correct school name all their information is shown and this can easily be entered into housekeeping.

St Joseph's Catholic Infant School, Birtley	108389	Gateshead	390	3325	Chester le Street	DH3 1LU	Open
St Joseph's Catholic Infants' School	100854	Southwark	210	5204	London	SE5 0TS	Open
St Joseph's Catholic Junior School	100853	Southwark	210	5203	London	SE5 0TS	Open
St Joseph's Catholic Junior School	103086	Waltham Forest	320	3301	London	E10 5DX	Open



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