# GENERAL ISSUES

Process for uploading files:

Once you have checked the data for completeness and accuracy you will need to load the file via your own MIS system This will generate a Common Transfer File (CTF) which you will need to be loaded onto the S2S website (link below) or send to us via an encrypted email.

You are strongly advised to check well in advance that the appropriate staff have access to S2S as it can take several days for the DfE to set them up on the system via a secure access request form During the past year the DfE have changed their system for Sign-in and this may lead to substantial delays for staff that do not already have access.

Last year we encountered numerous issues with S2S, it lost files – schools successfully uploaded but it was never delivered to us, was terribly slow – during busy times it could take up to 24-hours for the file to reach us, and couldn’t correctly count the number of records in a file Next year we will move away from S2S.

If a school wishes; they are welcome to send their CTF file/s to us via encrypted email Preferably Egress encryption should be used In our experience most schools already have an Egress account, if not please visit their website [Egress Intelligent Email Security: Anti-Phishing, Data Loss Prevention & Encryption](https://www.egress.com/) If Egress does not work for you, we will accept the XML file/files embedded in a Excel spreadsheet or Word document that has been saved with a password, the passwors is used as an encryption key Please send us the password in a separate email, so we can decrypt the file Some examples of passwords are your DfE number (3121234), your school phone number (12345 456789), or your school postcode (AAN NAA) Please send these emails to [attainment@hillingdon.gov.uk](mailto:attainment@hillingdon.gov.uk).

Processing Steps using S2S.

1. You must first log into DfE Services:

[DfE Sign-in (education.gov.uk)](https://services.signin.education.gov.uk/)

The filename should be of the form described in the following table.

|  |  |
| --- | --- |
| **Your Data** | **CTF Reference Number** |
| Use the Number ***312*** | 3121234\_FSP\_312LLLL\_001.XML  3121234\_PHO\_312LLLL\_001.XML |
| Your School DfE number ***1234*** |
| CTF file is for EYFSP – ***FSP***  CTF file is for Phonics – ***PHO*** |
| Recipient Identification: Enter 312LLLL 312 represents us, LLLL is just a filler to conform to the DfE’s CTF file naming conventions. |
| 3-digit number generated automatically by your **MIS** e.g., **001** |

From S2S, select ***Upload CTF File*** and point the browser to your file location, e.g., for SIMS *I:\sims\CTFout* folder, where SIMS stores all CTFs you create.

1. If your school uses SIMS it is now possible to create CTF file containing current pupils and leavers - see appropriate SIMS guidance.
2. Here are general guidelines which will save you time and prevent some common concerns which were highlighted during recent processing These issues resulted in some schools having to re-load complete or partial returns.

* The Head Teacher has the statutory responsibility for authorising the final return Final loading by us onto the DfE COLLECT website should not take place until we receive this agreement from the school.
* Schools will need to contact their MIS providers to resolve any issues they have with their particular file loading system.

1. Once you have uploaded your file, please inform the appropriate LBH officers by e-mail, stating the filename We can then ensure that your file has uploaded successfully.
2. Please do ensure that you check any reports which we return to you as they contain the data that is submitted to the DfE This is the dataset that is used in the DfE’s ASP analysis, FfT and will also be on the National Pupil Database (Key to Success website).

Contacts within London Borough of Hillingdon are:

Marc Sherman, - [attainment@hillingdon.gov.uk](mailto:attainment@hillingdon.gov.uk)

Head Teacher Responsibilities:

Head teachers at maintained schools and academies must:

* Identify which year 1 pupils should take the check, including any registered at maintained nursery schools who will reach the age of 6 before the end of the school year.
* Identify any pupils who should take the check in year 2 because they did not meet the required standard in year 1 or did not take it in year 1.
* Ensure that any pupils who did not meet the standard of the check in year 2 continue to receive support in phonics.
* Consider whether any pupils will need braille versions of the check and order them from the modified test agency on 0300 303 3019 by Wednesday 26th April 2025.
* Consider whether any pupils will need modified versions of the check (not including braille) and download them from NCA tools during the check period.
* • keep check materials secure and treat them as confidential until Monday 24th June 2025.
* Ensure the check is administered once to each pupil within the check window starting on Monday 6th June.
* Ensure all check administrators are appropriately trained to administer and score the check according to the statutory guidance and have viewed the training video.
* Ensure the check is administered by a check administrator known to the pupils.
* Ensure pupils’ responses are scored accurately and consistently.
* Report any incident which affects the integrity, security, or confidentiality of the check to STA.
* Comply with national data submission requirements by submitting their check results to the LA by the deadline communicated to them by the LA.
* Complete and submit the phonics HDF on Primary Assessment Gateway by Thursday 30th June 2025

Head teachers at academies must also:

Have a written agreement in place with their chosen LA for monitoring their phonics screening check and inform STA if they intend to use a non-geographical LA by Friday 14th December 2021.