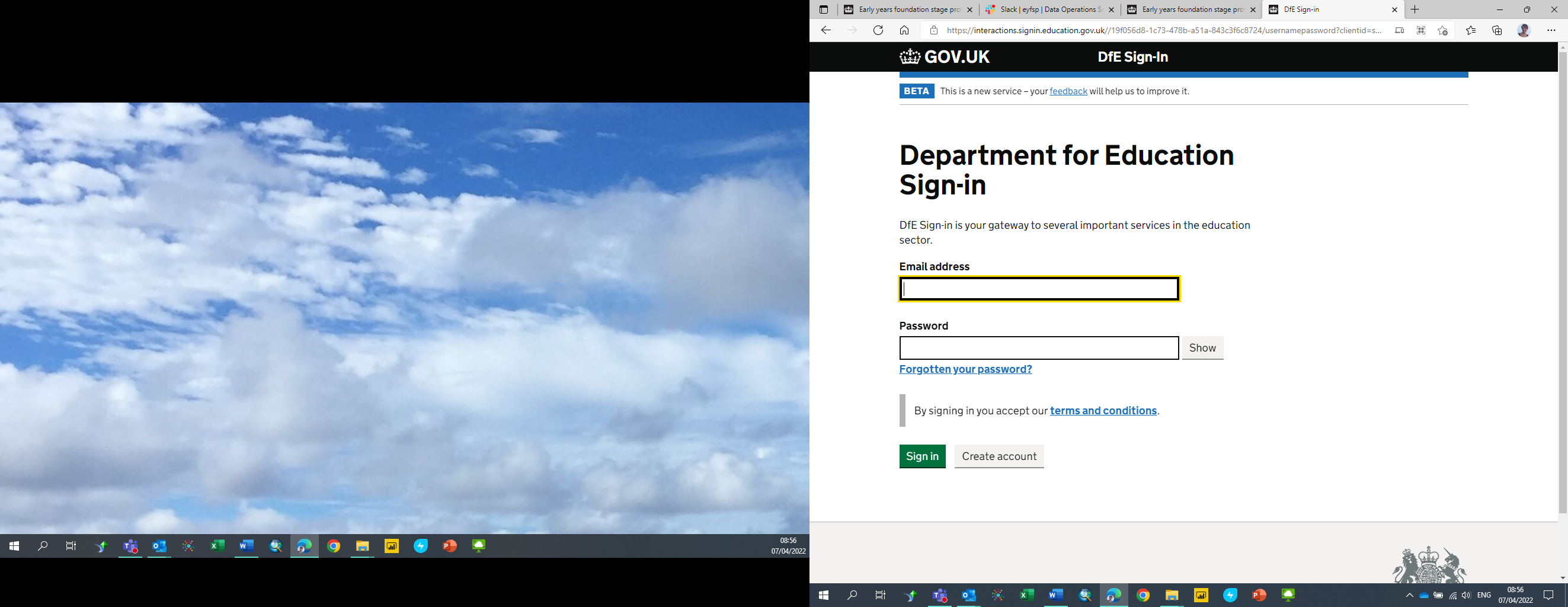
**Return of EYFSP, Phonics and Key Stage 1 – S2S via DfE Sign-in**

Schools should use **S2S via DfE Sign-in** to return EYFSP, Phonics and Key Stage 1 data to the LA. This should be done by following the guidance below.

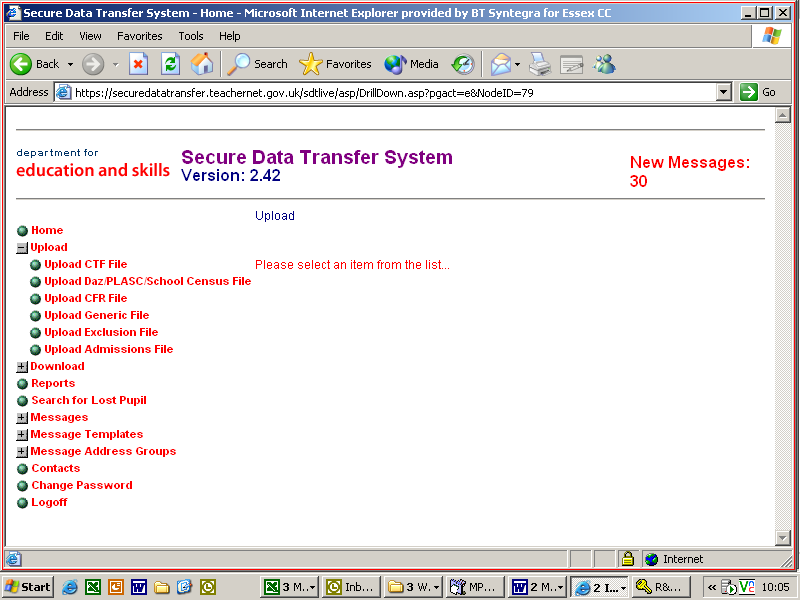
Log onto[DfE Sign-in (education.gov.uk)](https://interactions.signin.education.gov.uk/19f056d8-1c73-478b-a51a-843c3f6c8724/usernamepassword?clientid=services&redirect_uri=https://services.signin.education.gov.uk:443/auth/cb)

You will now see the DfE Sign-in login page.



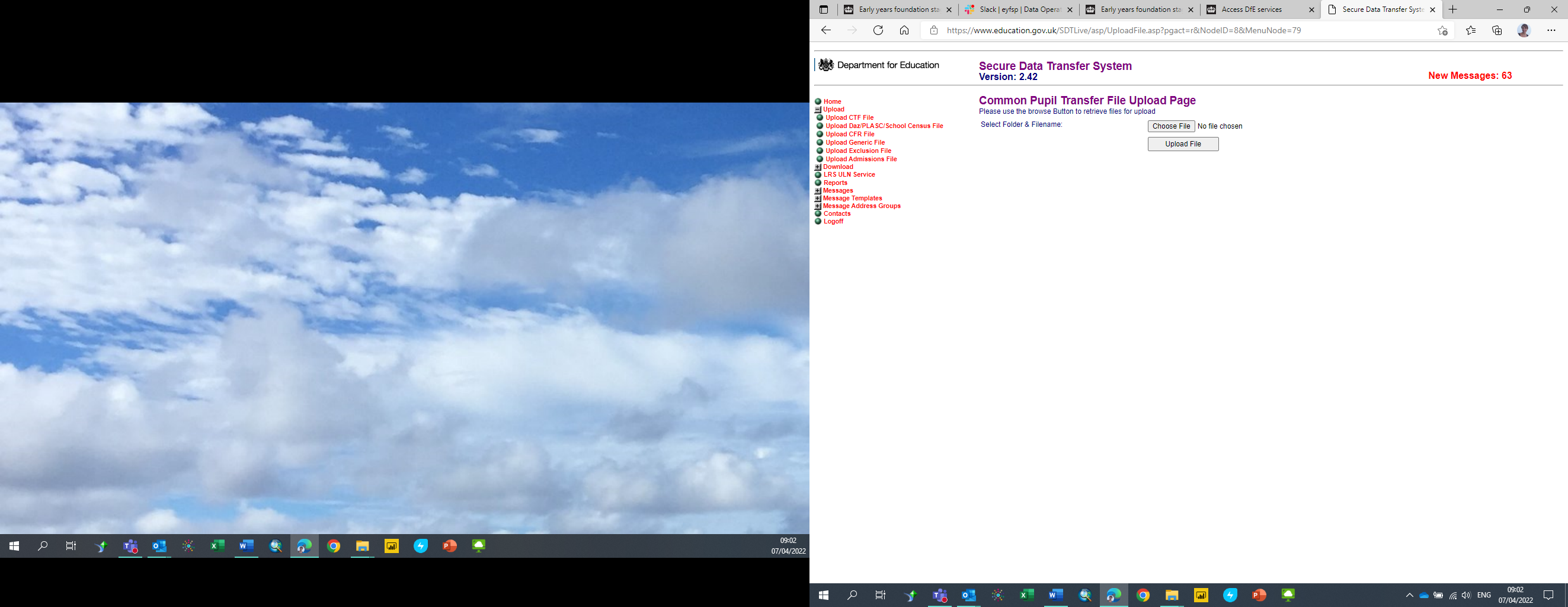
Enter the DfE sign-in username and password for your school and click **login.**

In the **“My Services”** section select S2S



Select ‘**Upload’** from the menu on the left hand side of the screen.

From the Upload menu on the left hand side of the screen, select **‘Upload CTF File’.**



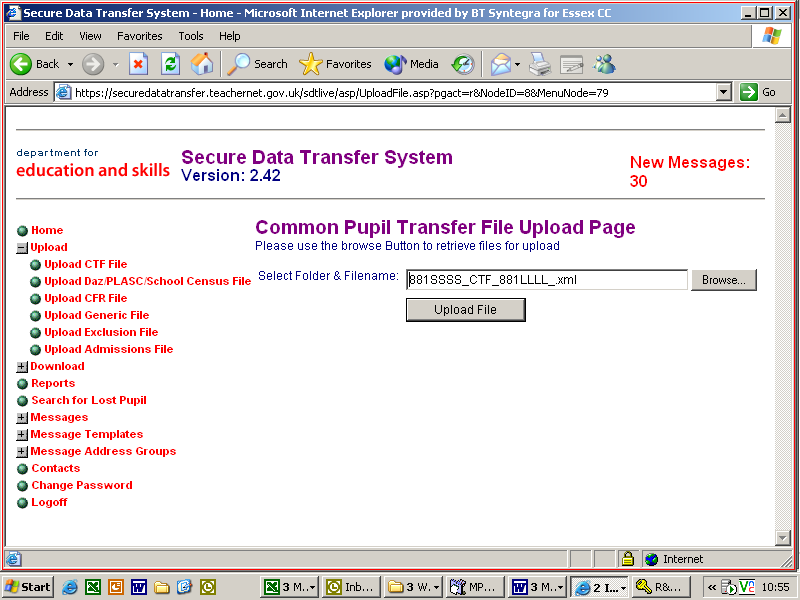
**IMPORTANT**

Schools **must** click on the **‘choose file’** function to find the file. If the file path is typed in this results in an empty file being returned.

* Use the **choose file** function to find the EYFSP, Phonics or KS1 file stored on your directory. The file name should be in the following format **931SSSS\_CTF\_931LLLL\_NUM.XML**
  + SSSS is your school DfE number.
  + CTF should be changed to FSP, PHO or KS1 to identify which return the file is for
  + NUM is a file name e.g. 001, 002, or 100, 101, which increases each time a file is created. (To check you have located the most recent version, hover over the file name with your cursor to see ‘date modified’.)
  + LLLL signifies the file is being sent to the LA.

This file name must not be changed.

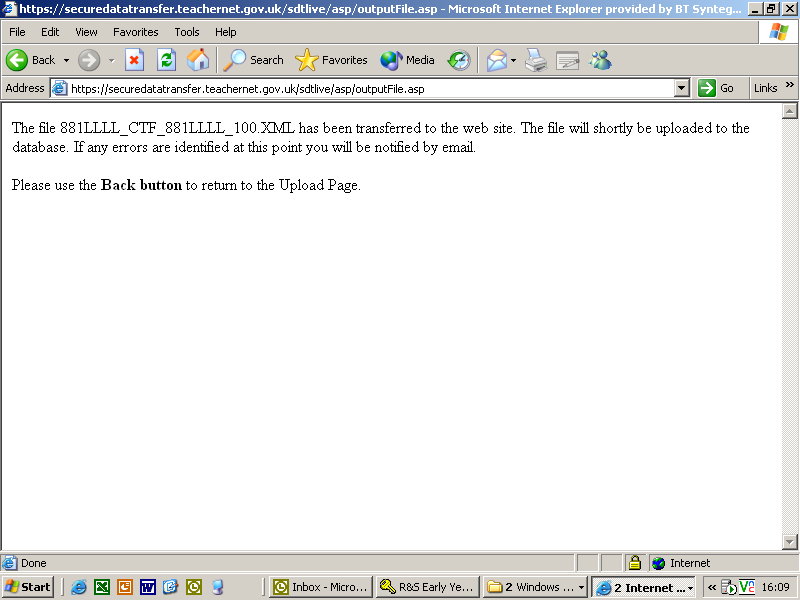
* Once the file has been located, click on the file name and click **‘Open’** and the box **‘Select Folder & File Name**’ will be populated with the file.



Click ‘**Upload file’**.

A warning box will appear to say this could take up to five minutes to upload

* Click **‘Upload file’**.
* A warning box will appear to say it could take up to five minutes to upload. Click **‘OK’**.
* Once the upload is complete a message will appear to say the file has been transferred to the web site. **It is important that you wait for this message** because if you exit the screen before it may cause the data transfer to fail.



* When the file has been successfully transferred to the website, use the Back button on your toolbar to return to the previous page and choose **‘Logoff’** from the menu on the left.