



Department
for Education

Check Your Performance Measures Data

June 2024 checking exercise – key stage 4

**Guidance for all state funded secondary
schools, registered independent schools
and FE colleges with 14 to 16 provision**

June 2024

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Summary

It is very important that you read this guidance carefully.

About this departmental guidance

This is guidance from the Department for Education and is non-statutory. It has been produced to help state funded secondary schools, special schools, independent schools and FE colleges with 14 to 16 provision understand their responsibilities in relation to the school and college checking exercises.

Expiry or review date

This guidance will next be reviewed ahead of the 2025 June checking exercise.

Who is this guidance for?

This guidance is for:

- school leaders, school staff and governing bodies in all state funded secondary schools (maintained schools, academies, free schools, studio schools and university technical colleges);
- special schools (maintained schools, academies and free schools);
- registered independent schools; and
- FE colleges with 14 to 16 provision.

Introduction

The Department for Education (DfE) publish school and college performance measures each year. The publication of performance measures provides an easily accessible source of comparative information on attainment and progress in schools and colleges. School and college performance measures are published here: <https://www.gov.uk/school-performance-tables>. The service reports on the performance of schools and colleges at key stage 2 (KS2), key stage 4 (KS4) and for 16 to 18 year olds.

The 2024 KS4 performance measures will report achievements of pupils who have completed their KS4 studies in the 2023/24 academic year. This may include qualification results achieved in earlier academic years, for example 2022/23.

Schools and colleges are asked to check we have the correct pupils listed at the end of KS4 as part of the 2024 KS4 June checking exercise.

Amendments made to correct your pupil level data during this exercise will increase the accuracy of the provisional performance measures data. You will have sight of the provisional performance measures data in October during the 2024 KS4 Autumn checking exercise, and they will be included in provisional statistics and in performance measures published in October and in the provisional 2024 Analyse School Performance (ASP) data release.

Further information on how KS4 performance measures are calculated can be found here: [Secondary accountability measures \(including Progress 8 and Attainment 8\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/secondary-accountability-measures-including-progress-8-and-attainment-8).

Changes since 2023

1. In previous years the Department for Education has worked with an external contractor to produce and share school and college performance measures, this included delivering the school and college checking exercises.

From the academic year 2023/24, the management and production of performance data has now been in-housed and will be delivered by DfE. This new service is called 'Check Your Performance Measures Data' (CYPMD).

The CYPMD service will use a new portal to administer the school and college checking exercises. The new portal will have a similar look and feel to other online services that the department uses to interact with schools and colleges. The portal has been designed to improve accessibility and provide clear navigation. This will allow you to view and if necessary, amend your school or college performance data by a more streamlined process than in previous years.

Please note that a link to the CYPMD portal will be made available to you prior to the June checking exercise opening.

Users of the new CYPMD portal will need to have a **DfE Sign-in account**, **details on how to create an account can be found here: [DfE Sign-in \(education.gov.uk\)](https://education.gov.uk)**.

You should ensure that your school or college has adequate DfE Sign-in accounts to complete the 2024 school and college checking exercises

There will also be a new help desk facility which will support you throughout the 2023/24 checking exercise process which you can access here: <https://Check-your-performance-measures-data.education.gov.uk>.

2. Schools and colleges will be accountable for a pupil if they were **on roll at the school and in year 11 at the time of the 2024 spring (January) school census**. These pupils and their results will be automatically used to calculate your school or college performance measures. For that reason, you will no longer be able to:
 - Add a pupil, or
 - Remove a pupil using the following categories:
 - Dual registration
 - Moved schools.
3. Independent school's number on roll (NOR) figures are calculated using the figures provided by a school during the school level annual school census return. Therefore, these figures cannot be amended.

4. Requests can now be made to remove pupils from your school or college performance data who have arrived from overseas and do not speak English as their first language within the last three academic years (previously two years).
5. The following removal categories have been combined with the removal category called 'Social care involvement':
 - 'In prison/remand centre/secure unit'
 - 'Police involvement/bail restrictions'.
6. The 'Terminal/long term illness' category has been renamed to 'Terminal/Critical illness'. This will provide further clarity to schools and colleges about when it might be appropriate to request to remove a pupil using this category.
7. Characteristic amendment requests are no longer available. After considering the effect of this type of request if accepted, it was found that they had no impact on revised performance data.
8. When you have made **all** of your individual pupil amendment requests you will need to submit your 'full return summary' on the CYPMD portal. **Once you have completed this action you will no longer be able to request any further amendments to your data or amend any requests already made.** You will also be able to download a PDF copy of your 'full return summary' for your records.
9. KS2 prior attainment data is not available on the CYPMD portal during the 2024 KS4 June Checking Exercise. You can access this data on Get Information About Pupils (GIAP).
10. There have also been changes to 2024 KS4 performance measures affecting the following:
 - Entries into triple science and entries into languages

Further information can be found here: [Secondary accountability measures \(including Progress 8 and Attainment 8\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/secondary-accountability-measures-including-progress-8-and-attainment-8).

Important information

The 2024 KS4 June checking exercise will be the **only** opportunity for all state funded schools, independent schools and FE colleges with 14 to 16 provision to check that we have attributed the correct KS4 pupils for the purpose of calculating 2023/24 performance measures. **All school types should participate in the June checking exercise.**

In October there will be a KS4 Autumn checking exercise. There will be a two-week window to submit the following **very limited** pupil amendment requests:

- the removal of any pupil who was not listed in the school's June checking exercise pupil list; and / or
- the merging of two pupil records.

The KS4 Autumn checking exercise will have no other pupil amendment functionality, **all other pupil amendment requests must be made during the June checking exercise.**

We cannot accept any requests to remove a pupil in Autumn that you have previously requested to remove in June.

Pupils included in the calculation of key stage 4 data

KS4 school and college performance measures and associated national statistics will be published in October 2024. Relevant revisions to these will be published at a later date e.g. school performance measures reflecting amendment requests accepted as part of the Autumn checking exercise will be republished in early 2025. All statistics will report on the attainment and progress of pupils at the end of KS4. For the purpose of calculating KS4 performance measures, a pupil is treated as being at the end of KS4 if they have completed their GCSE, or equivalent, studies regardless of their age.

State funded schools

Pupils are identified as being at the end of KS4 if they were on roll at the school and in year 11 at the time of the 2024 spring (January) school census.

Independent schools

As the school level annual school census (SLASC) completed by independent schools does not give the department individual pupil level information, we attribute pupils to schools based on information provided on exam entries from awarding organisations and so may include external candidates who are sitting exams at the school, or those who have previously been reported at the end of KS4 and are resitting exams this year.

The SLASC totals for pupils at the end of KS4 are usually used as the basis for the school number on roll (NOR). An exception is made if the number of pupils listed due to exam entries data is greater than the NOR census total. Please refer to your school's SLASC return to view your school's NOR.

Where our data shows that your school has exam entries for more pupils than were reported in the SLASC return for the end of KS4 total, then we will amend the school level 'NOR' figure to a value derived from the number of candidates with exam entries attributed to your school.

FE colleges with 14 to 16 provision

Exam entries data and Individualised Learner Record (ILR) information is used to attribute KS4 pupils to your college. It is possible the list of KS4 pupils may include external candidates who are sitting exams at the college, or those who have previously been reported at the end of KS4 and are resitting exams this year. If the list of KS4 pupils is an inaccurate record of those who are in your official KS4 cohort, you can amend this by requesting changes to pupil level data.

Add-backs

All pupils that schools requested to change their year group from year 11 to

year 10 during the 2023 June checking exercise will be automatically 'added-back' to your school this year and will be included in your 'end of KS4' pupil listing and in the calculation of your 2024 performance measures, even though they may no longer be on roll. Please note, if you made any other type of pupil removal request during the 2023 June checking exercise, and this request was accepted, these pupils will not be 'added-back' to your school this year.

If, during the 2024 KS4 June checking exercise you request a pupil aged 15 or over to be recorded as year 10 this year (so that they are not treated as being at the end of KS4 in this year's performance measures), under our 'add-back' rule, they will be reported against your school next year, even in cases where they complete their KS4 studies at another school/college or do not continue in education.

Checking your pupil list

CSV file

You can view and download a CSV file which contains all pupils attributed to your school or college. We recommend you download a copy of your CSV file before you request any pupil removals.

The CSV file contains **all** pupils at the end of KS4 or age 15. This file may contain pupils **who are not** included in the calculation of performance measures and will therefore not be shown in the portal, for example those who joined your school roll after spring (January) census day, or those 15-year-olds who are not in year 11.

A 'KS4 June CSV file guidance' document can be accessed from the Help Centre once the KS4 June checking exercise has opened: <https://Check-your-performance-measures-data.education.gov.uk> to help you interpret the CSV file.

Checking exercise portal

Pupils listed within the KS4 June checking exercise portal are those pupils **who will be** included in your school's performance measures. The facility to request the removal of a pupil will only exist for these pupils.

Dual registered pupils

Pupils will be included in your school list if your school was the pupil's school of main registration, or subsidiary registration if the main registration school's data is not published. Dual registered pupils will be included in the calculation of performance measures at only one school according to the following table:

Mainstream School	AP	Non-Hospital Special School	Hospital Special School	Assign Pupil to	Reason
✓	✓			Mainstream school	AP performance measures are not published
✓		✓		School of main registration	Both school's performance measures are published
✓			✓	Mainstream school	Hospital schools' performance measures are not published
	✓	✓		Non-hospital special school	AP performance measures are not published
		✓	✓	Non-hospital special school	Hospital schools' performance measures are not published

If you think your pupil list is incorrect, please contact the CYPMD Helpline on 03001312762 or visit the help centre at: <https://Check-your-performance-measures-data.education.gov.uk>.

Action your school or college needs to take

You will be able to access the CYPMD portal from the CYPMD Help Centre here: <https://Check-your-performance-measures-data.education.gov.uk>. Please note that this link will only be accessible from 24 June 2024.

The June checking exercise will be the only opportunity for all state funded schools, special schools, registered independent schools and FE colleges with 14 to 16 provision to check that we have attributed the correct KS4 pupils for the purpose of calculating performance measures

Your school or college should take the following action by 5:00pm on Friday 5 July 2024:

- **Check that we have listed the correct pupils at the end of KS4.** These checks are important to ensure the accuracy of your provisional data published in October 2024 and your revised data published in early 2025. If you think your pupil list is incorrect, please contact the CYPMD Helpline on 03001312762 or visit the help centre here: <https://Check-your-performance-measures-data.education.gov.uk>.
- **Complete all pupil removal requests.** Further information and evidence requirements can be found throughout this guidance document.
- **Submit your 'full return summary'.** Once all individual pupil removal requests have been made, a 'full return summary' must be submitted. More than one user can request amendments to your school or college data. Requests can be made over different days, individual amendment requests can be edited, information/evidence can be amended throughout the two-week checking exercise period. However, **by 5pm on the final day, one** user must submit your school or college's 'full return summary'.

Once your school's 'full return summary' has been submitted, your school will no longer be able to request any further amendments to your data or amend any requests already made.

Please note, if you do not submit your 'full return summary' your individual pupil removal requests will not be visible and therefore cannot be considered.

There will be no facility to make any other type of pupil amendments in the Autumn checking exercise other than those detailed below. To request:

- the removal of any pupil who was not listed in the school's June checking exercise pupil list; and / or
- the merging of two pupil records.

Requests submitted during the Autumn checking exercise that should have been submitted in the June checking exercise will be rejected.

We cannot accept any requests to remove a pupil in Autumn that you have previously requested to remove in June.

You should ensure that your school or college has adequate DfE Sign-in account holders to complete the 2024 school and college checking exercises.

Pupil removal requests

To help schools submit appropriate amendment requests during the 2024 KS4 June checking exercise we have produced a document which summarises the requests submitted during the 2023 KS4 June checking exercise, alongside common reasons why some amendment requests could not be accepted.

To increase the likelihood of amendment requests being accepted we strongly recommend that you read this document **before** you make any amendment requests.

The document is called '2023 KS4 June Checking Exercise Requests Summary' and can be accessed from the Help Centre here: <https://Check-your-performance-measures-data.education.gov.uk>.

There may be exceptional circumstances where you feel it is appropriate to request amendments to the pupils included in the calculation of your school or college's performance measures.

Requests can be submitted to remove pupils from being included in the calculation of your school or college's performance measures for the reasons listed below.

The list of categories is separated into pupils who remain on roll and those who are no longer on roll (removed from roll after school census). Further detailed information on each category is provided later in this document.

Not on roll:

- child missing education;
- Deceased;
- elective home education;
- not on roll at the time of January census (independent schools and FE colleges with 14 to 16 provision only);
- permanently excluded from current school; or
- permanently left England.

On roll:

- admitted following permanent exclusion (not independent schools);
- admitted from abroad with English not first language;
- merge pupil (independent schools and FE colleges with 14 to 16 provision only);
- social care involvement - including police/prison;
- terminal/critical illness; or
- year group change.

If your request does not fit into one of the removal categories above, you will not be able to submit a request to remove the pupil.

Requests will not be accepted in the following circumstances:

- a pupil suffered short term illness;
- a pupil suffered short term illness and failed to sit all or some exams;
- a pupil is on roll but receiving home tuition/remote learning;
- the request is related to a pupil's special educational needs and disabilities (SEND);
- a pupil is a non-attender¹;
- a pupil is from a traveller family;
- a pupil has left to re-sit exams at an FE college (not FE colleges with 14 to 16 provision);
- a pupil is attending an FE college full or part time (other than where the pupil's main registration is at an FE college with 14 to 16 provision); or
- Reinforced Autoclaved Aerated Concrete (RAAC) or building disruption is not a reason for a pupil to be removed from a school or college's performance data.

Information/Evidence

Important

Supporting information/evidence **must be submitted in PDF format**, other file types are not supported.

You can upload up to **6 files or 6 pages** of information/evidence per request.

To assist the decision-making process, **please ensure your information/evidence** is clear and concise.

We cannot consider information/evidence beyond the first 6 pages of PDF evidence. Submitting information/evidence longer than 6 pages could result in important details to support your request not being considered.

All removal categories require information or evidence to be provided to support the removal request.

All supporting information/evidence needed for each removal request must be uploaded to the secure CYPMD portal. Please ensure that you have supplied all the necessary information/evidence to enable a decision to be taken, otherwise your request cannot be accepted.

Information/evidence should be in the form of supporting documentation from the local authority, social worker, police report or from medical professionals

¹ ;non-attendance includes any absence unless for reasons of long term illness

(as appropriate to the case). Further details about the information/evidence required to support each removal request can be found below, within each removal category sub-heading.

When you have made **all** of your individual pupil amendment requests you will need to submit your 'full return summary' on the CYPMD portal. **Once you have completed this action you will no longer be able to request any further amendments to your data or amend any requests already made.**

All requests and information/evidence must be submitted by 5.00pm on Friday 5 July 2024.

If you experience any problems with the uploading of information/evidence, please visit the CYPMD Help centre at: <https://Check-your-performance-measures-data.education.gov.uk>.

We have comprehensive moderation processes in place to ensure that all decisions made are fair and consistent. We will consider all pupil amendment requests and the supporting information/evidence provided (up to 6 pages) before a final decision is made.

The DfE decision is final and we are unable to provide individual feedback to schools on decisions.

Pupil not on roll - removal categories and information/evidence requirements

Important

Supporting information/evidence **must be submitted in PDF format**, other file types are not supported.

You can upload up to **6 files or 6 pages** of information/evidence per request.

We cannot consider information/evidence beyond the first 6 pages of PDF evidence. Submitting information/evidence longer than 6 pages could result in important details to support your request not being considered.

Please click on a category to be taken to the information/evidence requirements:

- [Child missing education](#);
- [Deceased](#);
- [Elective Home Education](#);
- [Not on roll at the time of January census](#) (independent schools and FE colleges with 14 to 16 provision only);
- [Permanently Excluded from current school](#); or
- [Permanently left England](#).

Child missing education

If a pupil has:

- Not returned following a leave of absence, joint reasonable enquiries (by the school and LA) have failed to establish the whereabouts of the pupil, and the pupil has been deleted from roll under Ground F (regulation 8(1)(f) of the Education (Pupil Registration) (England) Regulations 2006 as amended) after the 2024 spring (January) school census, or
- **Been continually absent from school for 20 school days**, joint reasonable enquiries (by the school and LA) have failed to establish their whereabouts, and the pupil has been deleted from roll under Ground H (regulation 8(1)(h) of the Education (Pupil Registration) (England) Regulations 2006 as amended) after the spring (January) school census

You can submit a request to remove the pupil from the calculation of your school or college's performance measures.

IMPORTANT – A high level of non-attendance (e.g. persistent or severe absence) is not grounds for removal.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

1. Date the pupil was removed from your roll, **and**
2. Confirmation from the local authority and school as to the reasonable enquiries undertaken to ascertain the whereabouts of the pupil, as detailed in point 37 of the [children missing education statutory guidance](#) including confirmation of the date the LA was informed of removal from roll. This could include a completed joint LA/school CME checklist.

Deceased

If a pupil has sadly died, please provide the date that they were removed from your school or college roll.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

1. Date off roll.

Elective Home Education

If a pupil has left your school/college to be electively home educated **before** 2024 spring (January) census day, you can submit a request to remove the pupil from the calculation of your school or college's performance measures.

IMPORTANT - If you submit a request to remove a pupil who left your school or college to be electively home educated after 2024 spring (January) census day, your request cannot be accepted.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

1. Date the pupil was removed from your roll, **and**
2. A copy of the school's notification informing the LA of the pupil's removal from the school roll, **and**
3. An explanation of why they were still showing on roll on 2024 spring (January) census day.

Not on roll at the time of January census (independent schools and FE colleges with 14 to 16 provision only)

As independent schools and FE colleges with 14 to 16 provision do not complete a pupil level annual school census, we create a pupil list based on exam entries data. If we have incorrectly listed candidates as being on the school or college roll, you can submit a request to remove these candidates from the calculation of your school or college's performance measures.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. Evidence to show pupil was not on roll, for example a private candidate.**

Permanently Excluded from current school

If a pupil was permanently excluded from your school **before** the 2024 spring (January) school census date, you can submit a request to remove the pupil from the calculation of your school or college's performance measures.

IMPORTANT - If you submit a request to remove a pupil who was permanently excluded after the 2024 spring (January) school census date, this request cannot be accepted.

Suspensions² cannot be accepted as a reason for removing pupils from the calculation of your school or college's performance measures.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. Proof of permanent exclusion - headteacher notification letter to parent/guardian, and**
- 2. Date of permanent exclusion, and**
- 3. DfE number of the school or college the pupil went on to, and**
- 4. Explanation detailing why pupil was recorded on the 2024 spring (January) census, and, if applicable**
- 5. Evidence of exclusion review outcome.**

² The term suspension is a reference to what is described in the legislation as an exclusion for a fixed period.

Permanently left England

If a pupil has permanently left England **before** the exam period, you can submit a request to remove the pupil from the calculation of your school or college's performance measures.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. Country the pupil has moved to, and**
- 2. Off roll date, and**
- 3. A copy of the school's notification informing the LA of the pupil's removal from the school roll.**

Pupil on roll – removal categories and information/evidence requirements

Supporting information/evidence **must be submitted in PDF format**, other file types are not supported.

You can upload up to **6 files or 6 pages** of information/evidence per request.

We cannot consider information/evidence beyond the first 6 pages of PDF evidence. Submitting information/evidence longer than 6 pages could result in important details to support your request not being considered.

Please click on a category to be taken to the information/evidence requirements:

- [Admitted following permanent exclusion](#) (not registered independent schools);
- [Admitted from abroad with English not first language](#);
- [Merge pupil](#) (independent schools and FE colleges with 14 to 16 provision only);
- [Social Care involvement-including police/prison](#);
- [Terminal/ Critical illness](#); or
- [Year group change](#).

Admitted following permanent exclusion (not registered independent schools)

If your school has admitted a pupil who has been permanently excluded from another state funded school **after** 1 September 2022 you can request to remove this pupil from the calculation of your school or college's performance measures.

IMPORTANT - If you submit a request to remove a pupil who was admitted to your school before 1 September 2022, this request cannot be accepted.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. DfE number of the excluding school, and**
- 2. Date of exclusion, and**
- 3. Any other evidence, for example letter from headteacher notifying parent/guardian of permanent exclusion.**

Admitted from abroad with English not first language

You can submit a request to remove a pupil from the calculation of your school or college's performance measures if:

- English is not their first language; and
- English is not an official language of their country of origin; and
- their **first** admission to a school or college in England was **on, or after**, 1 September 2021

While we appreciate that not all children speak the official language of their country, a request will not be accepted if the child's country reports that English is an official language.

For ease of reference, a list of countries can be accessed from the CYPMD portal, indicating if a request to remove a pupil who has recently arrived from abroad would be likely accepted or rejected subject to all other conditions being met.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. Pupil's first language, and**
- 2. Pupil's country of origin, and**
- 3. Pupil's date of admission to your school, and**
- 4. First date of admission to a school or college in England, and**
5. Date of arrival in England.

If a pupil has arrived from abroad and their first admission to a school in England was **before** 1 September 2021, **or** the pupil has been educated in **more than** one English school, we may also consider a request to remove a pupil under exceptional circumstances.

In addition to the mandatory information above you will need to supply the following additional evidence, where applicable:

6. Brief education history before arrival in England (if known)
7. Education history since arrival in England – names and dates of all schools attended (if known)
8. 3rd party/external asylum, immigration or resettlement scheme documentation, for example the Afghan Citizens Resettlement Scheme
9. Any other information/evidence to support your request.

Merge Pupil (independent schools and FE colleges with 14 to 16 provision only)

As independent schools and FE colleges with 14 to 16 provision do not complete a pupil level annual school census, we create a pupil list based on exam entries data. If we have incorrectly listed duplicate pupils because of differences, for example, in names or dates of birth, you can submit a request to merge two pupil records into one.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. UPN (found in the csv file) of the pupil record to be deleted and merged; and**
- 2. Further details about the reasons the pupil records need to be merged.**

Social Care involvement-including police/prison

You can submit a request to remove the pupil from the calculation of your school or college's performance measures if the pupil fits into **one or more** of the following situations **and** you can provide the mandatory evidence:

Social care involvement

If a pupil has been involved in a recent situation that has required social care involvement that has had a **severe and profound effect on their ability to access education and/or sit all exams**

Information/evidence requirements

IMPORTANT - Schools' internal management information system reports, for example CPOMS, are not deemed to be 3rd party/external evidence.

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. 3rd party/external evidence from social services confirming the severe and profound effect that the situation had on the pupil's ability to access education and/or sit all exams, dated in 2024 and before the commencement of exams - this could include social worker reports or multi agency meeting minutes.**

Police involvement

If a pupil has been involved in a recent situation that has required police involvement and as a result there have been restrictions put in place that have affected the pupil's education, or the situation has had a severe and profound effect on the pupil's ability to access education and/or sit all exams.

Information/evidence requirements

IMPORTANT - Your request cannot be accepted without the police report.

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory Information/evidence cannot be accepted:

- 1. A police report detailing restrictions put in place that prevented pupil accessing education and/or sitting all exams, and, if applicable**
2. Any other evidence to support this request, for example the effect the crime had on the pupil you wish to remove.

Prison, remand or secure unit

If a pupil has been detained in prison/remand centre/secure unit for a period of **not less than** 4 months.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. 3rd party/external evidence from prison/remand centre/secure unit/Ministry of Justice/Police, providing dates spent in prison/remand centre/secure unit.** If the pupil was sectioned under the Mental Health Act, please submit your request using the '[Terminal/Critical illness](#)' category; and if applicable
2. Any other evidence to support this request, including restrictions put in place which prevented pupil accessing education.

Terminal/Critical illness

IMPORTANT – We cannot accept requests to remove a pupil which is solely related to a pupil's SEND status.

These requests must be submitted with the appropriate evidence from medical professionals.

Terminal illness

If a pupil has been diagnosed with a terminal illness you can submit a request to remove the pupil from the calculation of your school or college's performance measures.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. Evidence from medical professionals confirming that the illness is terminal.**

Critical illness

If a pupil has a critical illness or condition, diagnosed or under investigation for at least 12 months before commencement of final KS4 exams, that has had a **severe and profound effect on their ability to access education and/or sit all exams**, for example the need for an organ transplant, or severe and ongoing mental illness such as those with psychosis or requiring prolonged in-patient care, you can submit a request to remove the pupil from the calculation of your school or college's performance measures.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

- 1. Evidence from medical professionals, dated in 2024 and before the commencement of exams, confirming pupil has been unable to access education for prolonged periods of time and/or sit all exams, and**
- 2. Evidence from medical professionals confirming that the pupil has been under investigation or diagnosed with a critical illness or condition for at least 12 months before commencement of final KS4 exams.**

Please note, in certain situations, you may be able to provide one piece of medical evidence that contains sufficient information to support points 1 and 2 above.

Recent and life changing illness or injury

If a pupil has had a **recent** diagnosis of a life changing illness or injury, for example a cancer diagnosis or a limb amputation that has had a **severe and profound effect on their ability to access education and/or sit all exams**, you can submit a request to remove the pupil from the calculation of your school or college's performance measures.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

1. Evidence from medical professionals, dated in 2024 and before the commencement of exams, confirming pupil has been unable to access education for prolonged periods of time and/or sit all exams.

Year group change

You can submit a request to amend a pupil's year group. Please note, end of KS4 is year 11. If you submit a request to amend a pupil's year group to anything other than year 11, they will not be deemed to be at the end of KS4 and will not be included in the calculation of your school or college's performance measures this year.

If you submit a request for a pupil aged 15 or over to be recorded as year 10 they will not be treated as being at the end of KS4 in the calculation of your school or college's performance measures this year, but under the 'add-back' rule, they will be reported against your school or college next year, even in cases where they complete their KS4 studies at another school or college or do not continue in education.

If you submit a request to amend a year 11 pupil to year 12 or higher, we will check where the pupil has been published as being at the end of KS4, as pupils cannot 'skip' year 11.

If a pupil appears on the June checking exercise pupil list but has been previously published at the end of KS4, you can submit a request to change the pupil's year group to year 12, to stop them from being published at the end of KS4 again, regardless of where or when they were previously published.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory information/evidence cannot be accepted:

Year group change to below year 11:

- 1. Year group the pupil should be moved to, and**
- 2. Explanation of why year group should be changed.**

Year group change to above year 11:

- 1. Year group the pupil should be moved to, and**
- 2. DfE number of establishment where pupil was previously reported at end of KS4, and**

Any other evidence to support this request.

Add-back removal request

If a pupil has been added back to your school, there are certain circumstances when you can submit a request to remove the pupil from the calculation of your school or college's performance measures:

- [Admitted from abroad with English not first language](#);
- [Deceased](#);
- [Permanently left England](#); or
- [Completed KS4 studies this academic year in year 11 at another school or college](#).

Please submit the required information/evidence to support your request. Please click on the appropriate link above to see the information/evidence requirements.

Key stage 2 results

If you need to view this data, you can access it on Get Information About Pupils (GIAP) via DfE Sign-in. This data has been taken from previously checked and published data, therefore there is no facility to amend this data.

Further information

If you have a query regarding the data contained on this **portal**, please contact the CYPMD Help centre at: <https://Check-your-performance-measures-data.education.gov.uk>.

If you encounter any difficulties creating a DfE Sign-in account or have forgotten your login details, please go to this contact form: [DfE Sign-in \(education.gov.uk\)](#)

Additional guidance

Further guidance about school and college performance measures and accountability arrangements can be found [here](#).

Key dates

Date	Activity
24 June 2024	June checking exercise portal opens at 9:30am, a link to the CYPMD portal will be made available here: https://Check-your-performance-measures-data.education.gov.uk .
5 July 2024	June checking exercise portal closes for submission of amendments and information/evidence. All requests and supporting information/evidence must be submitted electronically before the checking exercise closes at 5:00pm.
October 2024	Autumn checking exercise opens.
October 2024	2023/24 secondary school performance data (provisional) published here . A national statistics publication will be released on the same day showing the latest headline measures for England and key pupil subgroups.
Early 2025	2023/24 secondary school performance measures (revised) published here .

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