24 June 2024

Dear Headteacher/Principal,

If you are not the headteacher/principal, please forward this email to the appropriate person

2024 Key Stage 4 (KS4) June Checking Exercise

The KS4 June Checking Exercise is now open and can be accessed here. You should take the following action by 5:00pm on Friday 5 July 2024:

Schools and colleges should access the CYPMD portal and:

- **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**.

- **Complete all pupil removal requests.** Further information and evidence requirements can be found on the CYPMD help centre **here**.

- **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 'full return summary' has been submitted, your school or college will <u>no longer</u> be able to request any further pupil amendments or amend any requests already made.

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

The 2024 KS4 June checking exercise will be the only opportunity for all state funded schools, registered independent schools and FE colleges with 14 to 16 provision to check that we have attributed the correct pupils to your school or college to calculate performance measures.

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.

Changes since 2023

There have been some changes made to what schools and colleges are able to do during the 2024 KS4 June checking exercise.

- 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.

- 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.

- 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).

- 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'.

- 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.

- 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.

- Once your school have made **all** individual pupil removal requests one user must submit a 'full return summary' on the CYPMD portal. **Once your school or college's 'full return summary' has been submitted, your school or college will <u>no longer</u> be able to request any further pupil amendments or amend any requests already made.**

- 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).

- 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 in the **Secondary Accountability Guidance**.

Supporting information

To assist schools and colleges with their participation in the 2024 KS4 June checking exercise we have shared the following information with you:

- **2024 KS4 June Checking Exercise Guidance**
- **2023 KS4 June Checking Exercise Requests Summary**
- **KS4 June checking exercise 'How to' guidance**
- **2024 KS4 June CSV Guidance**

CYPMD portal

The new CYPMD portal will be accessed using a **DfE Sign-in** account. This is the same secure sign-in system used by many DfE services**. Details on how to create an account can be found here**.

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)**. **The CYPMD Helpline cannot assist users with DfE Sign-in account creation or login queries.**

To increase the likelihood of pupil amendment requests being accepted we strongly suggest you consider **all the supporting information** we have

described above in 'Supporting information' **before** you request any pupil amendments to your school or college data.

Outcomes of all amendment requests will be available for you to download from the CYPMD portal during the KS4 Autumn checking exercise. All accepted June pupil amendments will be reflected in the data shared with you during the 2024 KS4 Autumn Checking Exercise and in the provisional performance publication in October 2024.

We take school and college information (including contact information) for the performance measures from Get Information about Schools (GIAS). It is important that you check your school or college's information here **Get information about schools**. Failure to do so may result in you not receiving further communications from us and in incorrect information being published about your school or college.

Further Enquiries

If you require any further information please visit the CYPMD Help Centre **here**.

Yours faithfully

Department for Education