

Our Reference:  
CYPMD/KS2/REM/2024

3 September 2024

Dear Headteacher,

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

### **Key Stage 2 September Checking Exercise**

We wrote to you on 15 July to inform you that the 2024 Key Stage 2 (KS2) September Checking Exercise will **open at 9:30am on Monday 9 September 2024 and close at 5:00pm on Friday 20 September 2024.**

The new Check Your Performance Measures Data (CYPMD) portal will be accessed via **DfE Sign-in**. This is the same secure sign-in system used by many DfE services. Details on how to create an account can be found here: [DfE Sign-in \(education.gov.uk\)](https://www.gov.uk/sign-in-education).

Please note that if a school is part of a multi academy trust, a DfE Sign-in account will need to be created for **each school** that intends to engage with the KS2 September checking exercise. You will not be able to view the data if you try to log in as the trust.

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 \(education.gov.uk\)](https://www.gov.uk/sign-in-education). **The CYPMD Helpline cannot assist users with DfE Sign-in account creation or login queries.**

**Further information including access arrangements will be sent to you prior to opening.**

To assist schools with their participation in the 2024 KS2 September checking exercise, we have already shared the [2023 KS2 September Checking Exercise Requests Summary](#) and the [2024 KS2 September Checking Exercise Guidance](#).

We have now produced further guidance on how to use the new CYPMD portal and how to interpret your school's CSV file to help you prepare for the checking exercise opening. This guidance is now available on the [CYPMD Help Centre](#) and can be found in the further guidance section of the help centre.

There have been some changes made to what schools are able to do during the 2024 KS2 September checking exercise.

- Schools will be accountable for a pupil if they were included in your school's 2024 pupil registration data. These pupils and their results will be automatically used to calculate your school performance measures. For that reason, you will no longer be able to:
  - Add a pupil; or
  - Remove a pupil using the 'Moved schools' category.
- Requests can now be made to remove pupils from your school's 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 'Police involvement' removal category has been combined with the removal category called 'Social care involvement'.
- The 'Terminal/long term illness' category has been renamed to 'Terminal/Critical illness'. This will provide further clarity to schools 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.
- There is no facility to change admission dates in the 2024 KS2 September Checking Exercise. Schools that have changed status since September 2022, for example schools that have merged or a school that has closed and reopened as a sponsored academy, will have a large number of pupils identified as mobile, and their published school mobility indicators will be shown as Not Published.
- Once your school has made **all** individual pupil removal requests, one user must submit a 'full return summary' on the CYPMD portal. **Once this action has been completed your school will no longer be able to request any further amendments or amend any requests already made.**
- There will be no 'Errata' period, it was found that amendments made during errata in previous years had limited impact on final performance data. The 2024 KS2 September checking exercise will be the only opportunity for all state funded primary schools to check that we have attributed the correct pupils to your school to calculate performance measures.

Please ensure that your headteacher contact details are correct on '[Get information about schools](#)' (GIAS). Further communications regarding the 2024 CYPMD service will be sent to headteachers using GIAS contact information.

In the meantime, if you have any other queries, you can visit the [CYPMD Help Centre](#).

Yours faithfully

Department for Education