



Department  
for Education

**Check Your Performance Measures Data**

# **KS2 September checking exercise ‘How to’ guidance**

**Guidance on pupil removals for all state  
funded primary schools**

**September 2024**

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## Introduction

**Schools are asked to take the following action by 5:00pm on Friday 20 September 2024:**

- Check that we have listed the correct pupils at the end of KS2;
- Complete all pupil removal requests;
- Submit your school's 'full return summary'.

This guidance will show you how to access the new CYPMD portal and, if necessary, request the removal of a pupil from your school's performance data.

This guidance **does not** describe the removal categories or the information/evidence that you will need to provide when requesting the removal of a pupil from your school's data. **You should read the [2024 KS2 September Checking Exercise Guidance](#)** before you request a pupil removal to ensure that:

- You have a full understanding of what circumstances would be considered if you wish to request to remove a pupil from your performance data
- You have the mandatory information/evidence that is required for each removal request.

To increase the likelihood of a pupil removal request being accepted, we would encourage you to refer to the [2023 KS2 September Checking Exercise Requests Summary](#) document before you request to remove a pupil from your data. This document will explain to you why a pupil removal request may not be accepted.

**Pupil removal requests submitted on the CYPMD portal without the mandatory information/evidence cannot be accepted.**

Amendments made to correct your pupil level data during this exercise will increase the accuracy of published performance measures data.

Further information on how KS2 performance measures are calculated can be found here: [Primary school accountability - GOV.UK \(www.gov.uk\)](#).

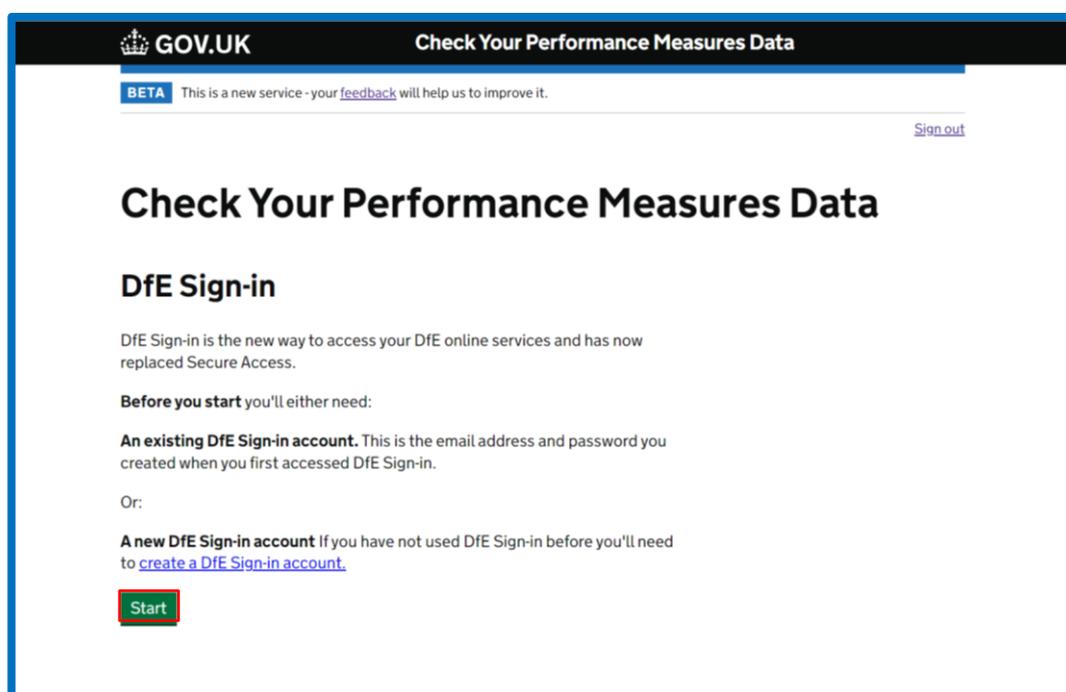
## Accessing the CYPMD portal

We will provide a link to the CYPMD portal on the [CYPMD Help Centre](#). **The CYPMD portal will not be accessible until 9:30am on 9 September 2024.**

You will need to have a DfE Sign-in account to proceed, details on how to create an account can be found here: [DfE Sign-in \(education.gov.uk\)](#).

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.

**Step 1** - Once you have accessed the CYPMD portal you will see the following page. Click 'Start' to continue.



The screenshot shows the 'Check Your Performance Measures Data' portal on the GOV.UK website. The page features a black header with the GOV.UK logo and the title 'Check Your Performance Measures Data'. Below the header, there is a 'BETA' badge and a message: 'This is a new service - your [feedback](#) will help us to improve it.' A 'Sign out' link is visible in the top right corner. The main heading is 'Check Your Performance Measures Data', followed by a sub-heading 'DfE Sign-in'. The text explains that DfE Sign-in is the new way to access DfE online services and has replaced Secure Access. It states: 'Before you start you'll either need: An existing DfE Sign-in account. This is the email address and password you created when you first accessed DfE Sign-in. Or: A new DfE Sign-in account. If you have not used DfE Sign-in before you'll need to [create a DfE Sign-in account](#).' A green 'Start' button is located at the bottom left of the main content area.

**Step 2** –You should enter your DfE Sign-in account details then click ‘Sign in’.

GOV.UK DfE Sign-In

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## Department for Education Sign-in

Sign-in to access DfE online services.

Email address

Password

 Show

[Forgotten your password?](#)

By signing in you accept [DfE Sign-in terms and conditions](#).

**Sign in** Create account

▶ [Services accessed using DfE Sign-in](#)

If you are inactive for 20 minutes, your session will timeout.

**Step 3** –If you have access to more than one school, you will need to select the school whose data you wish to check and click ‘Continue’.

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## Select your organisation

You are associated with more than one organisation, please select the one you wish to sign-in with.

Your organisations

**Continue**

Actions

[Request access to an organisation](#)

[Cookies](#) [Terms and conditions](#) [Privacy Notice](#) [Accessibility statement](#) [Moving to DfE Sign-in](#) [Contact us](#)

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**Step 4** – You will now see your school information and your account details. Click 'Continue'.

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### Your details

Establishment name

Establishment LAESTAB

Establishment URN

Key Stage KS2

Your name

Your email

**Continue**

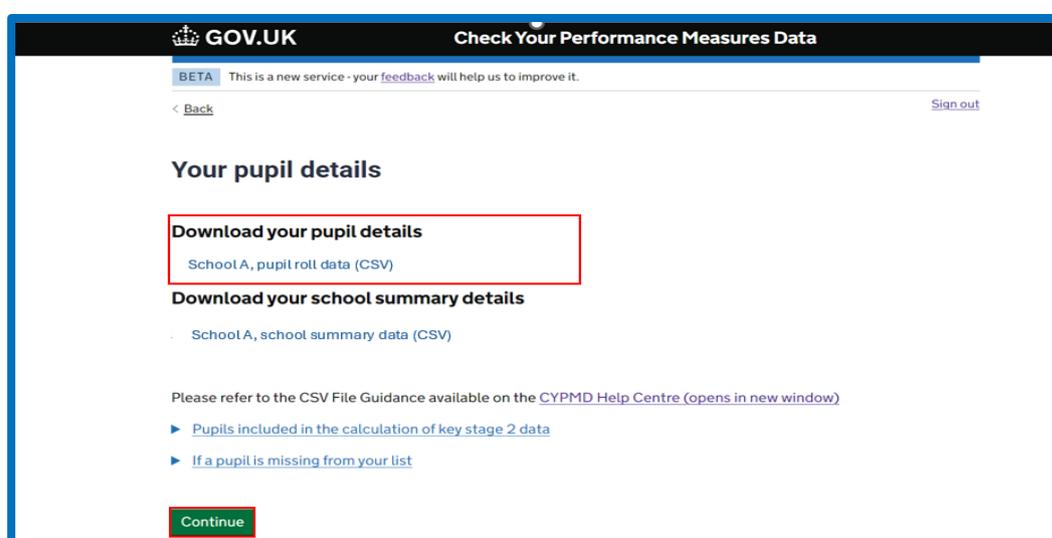
# How to check and download your school's data

On this page you can download your school's pupil csv file and summary performance data.

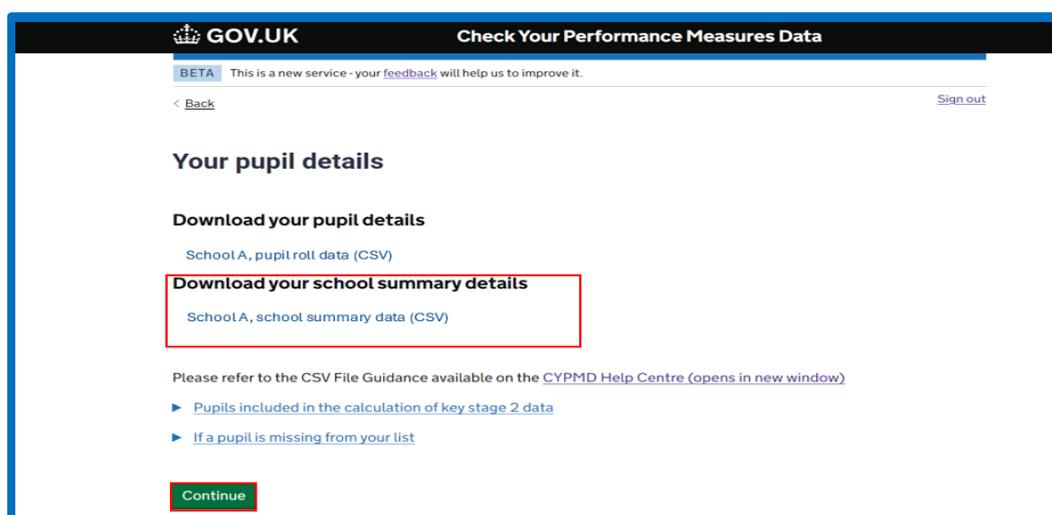
If you have any enquiries about KS2 results or reviews, please contact STA by email at [assessments@education.gov.uk](mailto:assessments@education.gov.uk) or by telephone on 0300 303 3013. The CYPMD help line cannot assist with these queries.

**Step 1** - To download your pupil CSV file, click on the link highlighted below.

Please refer to the '2024 KS2 September CSV file guidance' document which will be available on the [CYPMD Help Centre](#) and will explain the data within your pupil list.



**Step 2** - To download your summary performance data, click on the link highlighted below.



Once you have checked your pupil list, if you do not need to make any

**pupil removal requests, you do not need to take any further action.**

Click 'Continue' to proceed if you want to start the process of making a pupil removal request.

# Requesting a pupil removal

On this page, you start the process of making a request to remove a pupil from the calculation of your school's performance data.

If you have already made pupil removal requests, they will also be listed here.

**Step 1** - If you wish to request a pupil removal, click 'Raise a new request'.

The screenshot shows the GOV.UK interface for 'Check Your Performance Measures Data'. At the top, there is a 'BETA' notice and a 'Sign out' link. The main heading is 'Key Stage 2 September Checking Exercise'. Below this, it states 'You can use this service to:' followed by a list of tasks: 'check that we have listed the correct pupils at the end of KS2', 'complete all pupil removal requests', and 'submit your full return summary'. A warning box indicates that users must read the accompanying guidance before submitting a request to remove a pupil, and that requests not meeting criteria will not be accepted. There are sections for 'Deadline for requesting amendments' (submit by 5pm on Friday 20 September 2024) and 'After you have requested amendments' (requests will be reflected in revised performance measures). At the bottom, there is a table with columns for 'Name', 'Status', 'Edit', and 'Delete'. Below the table, there are two buttons: 'Raise a new request' (highlighted with a red box) and 'Continue' (a green button).

**Step 2** – Here you will find the list of pupils that are included in your school’s performance data. You can search for a pupil by typing the name of the pupil, unique pupil number (UPN) or date of birth (DOB). You can also navigate through the pupil list by clicking ‘Next’ at the bottom of the pupil list.

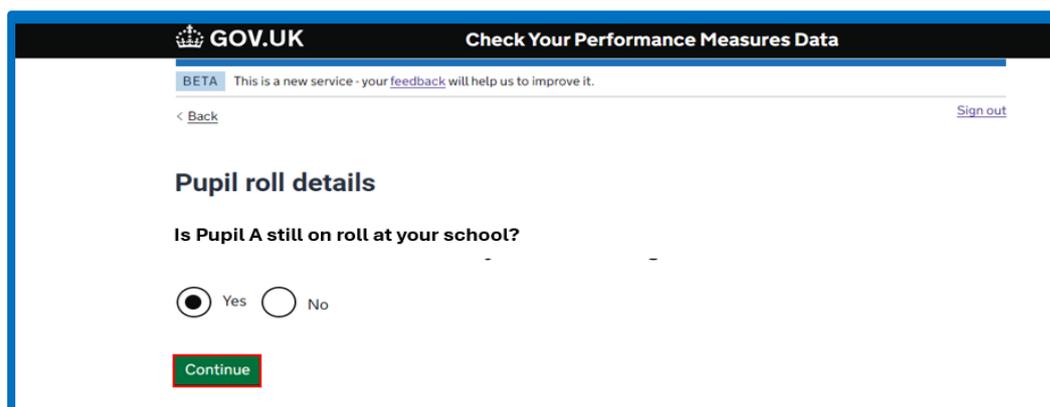
Once you have identified the pupil you wish to request to remove, click on the radio button next to the pupil’s name. Click ‘Continue’ to proceed.

The screenshot shows the GOV.UK 'Check Your Performance Measures Data' interface. At the top, there is a 'BETA' notice and a 'Sign out' link. The main heading is 'Amendment requests'. Below this, a question asks 'What is the name of the pupil to be removed?'. A text box is provided for the answer. Below the text box is a vertical list of ten radio buttons, with the top one selected. At the bottom of the page, there is a navigation bar with 'Previous' and 'Next' buttons, and a 'Continue' button at the very bottom.

**Step 3** – You will need to select whether the pupil is still on roll at your school, this will determine which removal categories you will see on the next page of the portal.

There may be circumstances where a pupil is no longer on roll but the situation you wish to request to remove that pupil is contained in the ‘on roll’ removal categories. These requests will be considered.

Please see page 10 of the [2024 KS2 September Checking Exercise Guidance](#) for further details. Click ‘Continue’ to proceed.



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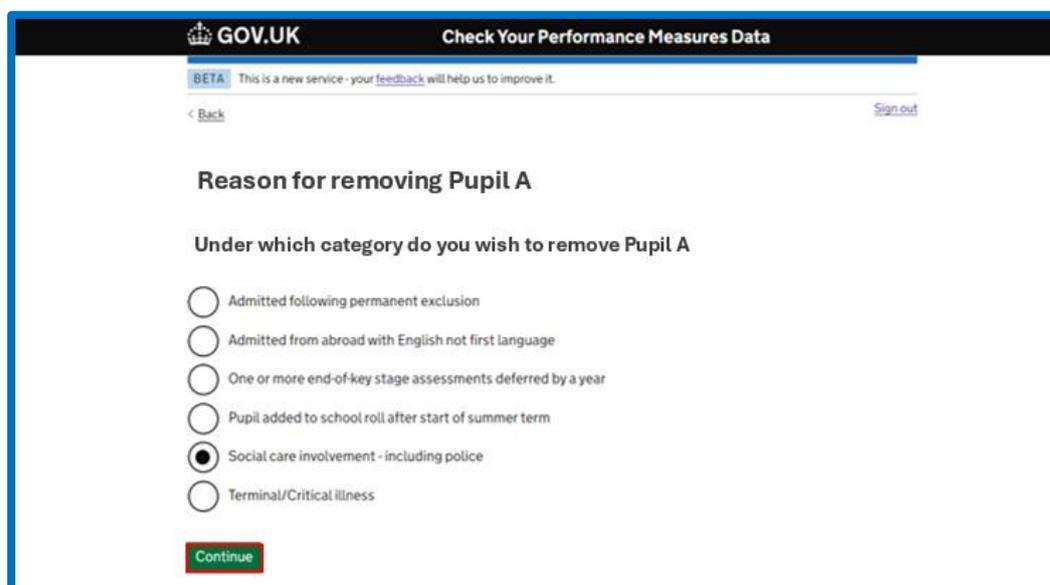
### Pupil roll details

Is Pupil A still on roll at your school?

Yes  No

[Continue](#)

**Step 4** – Select the removal category that you wish to use to request the removal of the pupil you previously identified at step 2. For this example, we have chosen the removal category ‘Social care involvement – including police’. Click ‘Continue’ to proceed.



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### Reason for removing Pupil A

Under which category do you wish to remove Pupil A

Admitted following permanent exclusion

Admitted from abroad with English not first language

One or more end-of-key stage assessments deferred by a year

Pupil added to school roll after start of summer term

Social care involvement - including police

Terminal/Critical illness

[Continue](#)

**Step 5** – Now you will need to answer **all** questions displayed on the page by selecting the ‘Yes’ or ‘No’ radio buttons, then click ‘Continue’ to proceed.

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### Social care involvement - including police

Has Pupil A 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 tests?

Yes  No

Has Pupil A had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit tests?

Yes  No

Has Pupil A sat any tests as a year 6 pupil?

Yes  No

[Continue](#)

**Step 6** – Next you need to upload the evidence to support the removal of the pupil. **You can provide up to 6 pages of information/evidence for each pupil removal request.**

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

**We will not consider information/evidence beyond the first 6 pages of the PDF files that you have provided.**

Submitting information/evidence longer than 6 pages could result in important details to support your request not being considered.

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

Click 'Add file' to upload the PDF evidence document of no more than 6 pages. Alternatively, you can repeat this process and upload up to 6 single page PDF documents. In this removal category you can also provide additional information in the 'additional comments' box, although this is optional in most removal categories.

Once you have provided all required information/evidence please click 'Continue' to proceed.

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### Evidence for removal of Pupil A

**Social care involvement - including police**

- 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 tests, dated in 2024 and before the commencement of tests, demonstrating that the pupil has been unable to access education for a prolonged period of time, and has not sat any tests

All evidence must meet the criteria specified in the September checking exercise guidance. We will only review the first 6 pages of evidence provided.

**Upload files**

File name	Size	Type	Action
<a href="#">Add file</a>			

0 files selected, 6 files remaining

**Additional comments (optional)**

You have 500 characters remaining

[Continue](#)

**Step 7** – You will now be shown a summary of the pupil removal request you have just made. Click ‘Continue’ to proceed.

The screenshot shows a web page from GOV.UK titled 'Check Your Performance Measures Data'. At the top, there is a 'BETA' notice and a 'Sign out' link. Below this is a section titled 'Summary of amendment for Pupil A'. Underneath, there is a sub-section 'Summary of amendment for Pupil A' with a sub-header 'Social care involvement - including police'. This section contains three questions with their respective answers: 'Has Pupil A 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 tests?' (Yes), 'Has Pupil A had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit tests?' (No), and 'Has Pupil A sat any tests as a year 6 pupil?' (Yes). Below this is a 'Summary of uploaded documents' table with one entry: 'evidence.pdf' (6.27 Kb, pdf). At the bottom left, there is a green 'Continue' button.

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### Summary of amendment for Pupil A

**Summary of amendment for Pupil A** Social care involvement - including police

Has Pupil A 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 tests?	Yes
Has Pupil A had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit tests?	No
Has Pupil A sat any tests as a year 6 pupil?	Yes

### Summary of uploaded documents

File name	Size	Type
evidence.pdf	6.27 Kb	pdf

[Continue](#)

**Repeat steps 1 to 7 if you need to make further pupil removal requests.**

# Submitting your school's 'full return summary'

On screen you will be shown a summary of all the pupil removal requests your school has requested so far.

Multiple users may submit pupil removal requests during the 2-week checking exercise window. All requests made will be visible on this page and will be saved every time you 'sign out'.

Once **all** required pupil removal requests have been requested by your school, **one** user must submit **one** 'full return summary' on behalf of your school.

**Once you or a colleague have completed this action you will no longer be able to request any further pupil removals or amend any pupil removal requests already made.**

**Please note if you do not submit your school's 'full return summary' your school's pupil removal requests cannot be considered.**

**Step 1** - Click 'Continue' to proceed.

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### Key Stage 2 September Checking Exercise

You can use this service to:

- check that we have listed the correct pupils at the end of KS2
- complete all pupil removal requests
- submit your full return summary

You must read the accompanying [guidance \(opens in new window\)](#) before you submit a request to remove a pupil. If your request does not meet the removal criteria, it will not be accepted.

#### Deadline for requesting amendments

Submit all requests by 5pm on Friday 20 September 2024.

#### After you have requested amendments

We will consider your request along with the information and evidence you provide.

Any accepted amendment requests will be reflected in revised performance measures.

Name	Status	Edit	Delete
Pupil A	COMPLETE	<a href="#">Edit</a>	<a href="#">Delete</a>
Pupil B	COMPLETE	<a href="#">Edit</a>	<a href="#">Delete</a>

[Raise a new request](#)

[Continue](#)

**Step 2** - You can download a copy of this summary page for your school records.

Please read and tick the 'Declaration' and then click 'Continue' to proceed.

**Please remember, once you or a colleague have completed this action you will no longer be able to request any further pupil removals or amend any pupil removal requests already made.**

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### Full return summary for School A (URN 111111)

#### Request summary for Pupil A

Under which category do you wish to remove Pupil A Social care-including police

Has Pupil A 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 tests? Yes

Has Pupil A had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit tests? No

Has Pupil A sat any tests as a year 6 pupil? Yes

#### Summary of uploaded documents

File name	Size	Type
Evidence .pdf	6.27kb	pdf

#### Request summary for Pupil B

Under which category do you wish to remove Pupil B Deceased

Please provide the date Pupil B was removed from your roll 26/3/2024

#### Download a copy of your submission

Select the link below to save a copy of your full return summary for your records.

[Download PDF copy](#)

#### Declaration

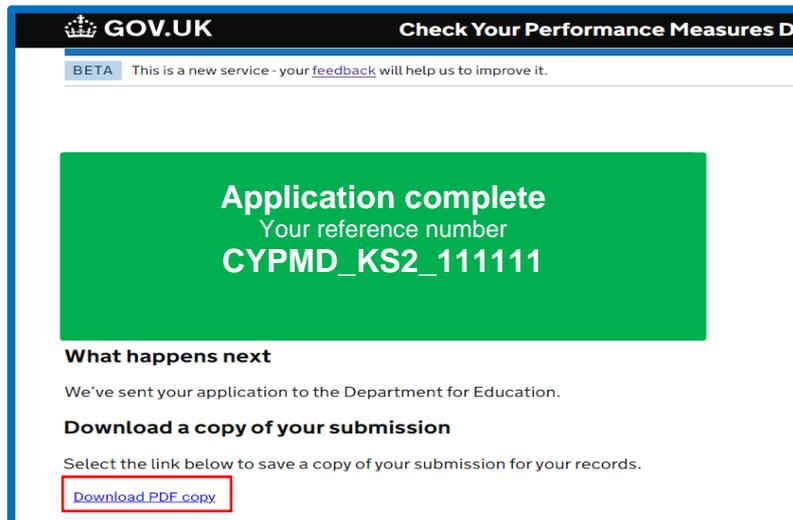
I confirm that the information I have provided is complete and accurate and ready for submission. **DO NOT TICK THIS DECLARATION UNTIL YOU HAVE COMPLETED ALL PUPIL REMOVAL REQUESTS AND ATTACHED ALL REQUIRED EVIDENCE.**

[Continue](#)

**Step 3** – You have now completed all pupil removal requests and submitted your school’s ‘full return summary’.

You have another opportunity to download a copy of your ‘full return summary’ for your school records, by clicking ‘Download PDF copy’.

You can now ‘Sign out’ of the CYPMD portal.



The screenshot shows the GOV.UK 'Check Your Performance Measures Dashboard'. At the top left is the GOV.UK logo, and at the top right is the page title 'Check Your Performance Measures Dashboard'. Below the header is a blue banner with the text 'BETA This is a new service - your [feedback](#) will help us to improve it.' The main content area features a large green box with the text 'Application complete' in bold, followed by 'Your reference number' and 'CYPMD\_KS2\_11111' in a larger font. Below this green box is the section 'What happens next' with the text 'We've sent your application to the Department for Education.' Underneath is the section 'Download a copy of your submission' with the text 'Select the link below to save a copy of your submission for your records.' At the bottom of this section is a blue button with the text 'Download PDF copy'.

## Further information

If you need further advice, or you encounter any difficulties when using the CYPMD portal, please visit the CYPMD Help Centre at: <https://Check-your-performance-measures-data.education.gov.uk>.

If you need to create a DfE Sign-in account or have forgotten your login details, please go to this contact form: [DfE Sign-in \(education.gov.uk\)](https://education.gov.uk). The CYPMD Helpline **cannot** create DfE Sign-in accounts or assist with DfE Sign-in login enquiries.

## Additional guidance

The 2024 September Checking Exercise Guidance can be found [here](#).

The 2023 September Checking Exercise Requests Summary document can be found [here](#).

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

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write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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