

Our Reference:  
KS2/SEPT/REM/2024

16 September 2024

Dear Headteacher,

### Reminder

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

### Key Stage 2 September Checking Exercise

**The KS2 September Checking Exercise is now open and can be accessed [here](#). You should take the following action by 5:00pm on Friday 20 September 2024:**

Schools should access the Check Your Performance Measures Data (CYPMD) portal and:

- **Check that we have listed the correct pupils and their results at the end of KS2.** These checks are important to ensure the accuracy of your school's data published in December 2024.

If you do not need to request any amendments to your pupil data, no further action is required.

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.**

- **Complete all pupil removal requests.** Further information and evidence requirements can be found on the [CYPMD help centre](#).
- **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's 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's 'full return

summary’.

**Once your ‘full return summary’ has been submitted, your school will no longer 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 cannot be considered.**

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.

### **Changes since 2023**

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

### Supporting information

To assist schools with their participation in the 2024 KS2 September checking exercise we have shared the following information with you:

- [2024 KS2 September Checking Exercise Guidance](#)
- [2023 KS2 September Checking Exercise Requests Summary](#)
- [2024 KS2 September checking exercise 'How to' guidance](#)
- [2024 KS2 September Pupil CSV Guidance](#)
- [2024 KS2 September 'How To' Video walkthrough.](#)

### CYPMD portal

The new 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](#).**

Please note that if a school is part of an 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 \(education.gov.uk\)](#). **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 made available to you **before** you request any pupil amendments to your school's data.

Outcomes of all amendment requests will be made available to you in December. All accepted September pupil amendments will be reflected in revised data when it is published in December 2024.

We take school information (including contact information) for the performance measures from Get Information about Schools (GIAS). It is important that you check your school'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](#).

Yours faithfully

Department for Education