



Department
for Education

Check Your Performance Measures Data

Autumn 2024 checking exercise – key stage 4

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

October 2024

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Summary

It is very important that you read this guidance carefully.

About this departmental guidance

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

Expiry or review date

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

Who is this guidance for?

This guidance is for:

- School leaders, 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
- Further education colleges with 14 to 16 provision

Introduction

The 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.

The **provisional** data provided in the 2024 KS4 Autumn checking exercise reflects all accepted amendments made to pupil level data during the 2024 KS4 June checking exercise.

This data is **provisional** and will be included in statistics and in performance measures published in October and in the provisional 2024 Analyse School Performance (ASP) data release.

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

Any inaccuracies in your school or college data will be rectified and shared with you during a revised data release in early 2025 on the CYPMD portal. Further information will be provided nearer the time.

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

The CYPMD service was used to administer the 2024 KS4 June checking exercise. The new portal has 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 allows schools and colleges to view and if necessary, amend your school or college performance data by a more streamlined process than in previous years.

A link to the CYPMD portal will be made available to your school or college on the [CYPMD Help Centre](#).

2. From 2023/24 DfE is collecting Awarding Organisation (AO) data via the Learner Record Service. The in-housed AO data collection process has removed the need for schools and colleges to amend results data in the CYPMD service, as DfE will receive updated and missing results data directly from AOs.
3. When your school or college has made **all** individual pupil removal requests, your school or college will need to submit **one** 'full return summary' on the CYPMD portal. **Once this action has been completed your school or college will no longer be able to request any further pupil removals or amend any requests already made.** Your school or college will also be able to download a PDF copy of the 'full return summary' for your school or college records.

If your school or college does not need to make any pupil amendment requests, you do not need to complete a 'full return summary'.

4. There will be no 'Errata' exercise, as it was found that amendments made during errata in previous years had limited impact on final performance data. All pupil removal requests should have been made during the 2024 KS4 June exercise except for the limited amendment requests allowed during the KS4 Autumn checking.

Action your school or college needs to take

Users of the 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://www.gov.uk/guidance/dfes-sign-in-accounts).

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

Your school or college will be able to access the CYPMD portal via a link from the [CYPMD Help Centre](#). **This link will only be available from 14 October 2024.**

If a school or college is part of a multi academy trust, a DfE Sign-in account will need to be created for **each school or college** that intends to engage with the KS4 Autumn checking exercise. You will not be able to view the data if you try to access the CYPMD portal as the trust.

Your school or college should take the following action by 5:00pm on Friday 25 October 2024:

- **View the pupils, and their results, that we have attributed to your school or college for the purpose of calculating performance measures.**
- **View your school or college's summary performance data.**
- **If required, submit pupil removal requests if the pupil's situation falls into one of the following removal categories:**
 - To remove any pupil who was not listed in the school's June checking exercise pupil list
 - To 'merge a pupil' where we have incorrectly listed duplicated pupils in your school.
- **If your school or college has requested pupil removals, one user must submit your school or college's 'full return summary'.** If your school or college does not need to request any pupil removals no further action is required in the CYPMD portal. Your school or college does not need to submit a 'full return summary'.

There is no facility to make any other type of pupil amendment requests in the 2024 Autumn checking exercise. All other pupil amendment requests should have been made during the 2024 KS4 June checking exercise.

There will be no further opportunity to make pupil amendment requests after the 2024 Autumn checking exercise.

Requests submitted during the 2024 Autumn checking exercise that should have been submitted in the 2024 June checking exercise will be rejected.

We cannot accept any requests to amend a pupil during the 2024 Autumn checking exercise that your school or college previously requested to amend during the 2024 June checking exercise.

Pupil amendment requests or any results queries raised during the KS4 Autumn checking exercise **will not** be updated for the provisional publication.

If you have a query regarding your school or college provisional data, please visit the [CYPMD Help Centre](#) for further information.

Pupils included in the calculation of key stage 4

KS4 school and college provisional performance measures and associated national statistics will be published in October 2024.

Decisions for June pupil removal requests can be found on the 'Your pupil details' page of the CYPMD portal.

Accepted pupil amendments requested outside of the CYPMD portal, for example pupil additions and/or inclusions, will be reflected in your school or college pupil and results CSV files.

Data published in October will reflect all pupil amendment requests made during the 2024 KS4 June checking exercise that were accepted.

School performance measures reflecting pupil removal requests accepted as part of the Autumn checking exercise will be published 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 exam results data 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 results 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 results for more pupils than were reported in the SLASC return for the end of KS4 total, we will amend the school level 'NOR' figure to a value derived from the number of candidates with exam results attributed to your school.

FE colleges with 14 to 16 provision

Exam results 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.

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 or college this year and will be included in your school or college 'end of KS4' pupil listing and in the calculation of your school or college's 2024 performance measures, even though they may no longer be on roll. Please note, if your school or college 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 or college this year.

If, during the 2024 KS4 June checking exercise your school or college requested 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 or college next year, even in cases where they complete their KS4 studies at another school/college or do not continue in education.

Checking your school or college data

CSV files

You can view and download the following CSV files for your school or college data:

- Pupil CSV file
- Results CSV file
- Late Results CSV file
- June decisions CSV file
- School/college summary data CSV file

We recommend you download copies of your school or college's CSV files.

If you have a query regarding your school or college provisional data, please visit the [CYPMD Help Centre](#) for further information.

The Pupil CSV file contains **all** pupils at the end of KS4 studies and 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 or college roll after spring (January) census day, or those 15-year-olds who are not in year 11.

CSV file guidance

KS4 Autumn CSV file guidance documents can be found in the 'Further Guidance' section, under the KS4 Autumn area of the [CYPMD Help Centre](#). These documents will help you interpret the pupil and results CSV files.

Checking exercise portal

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

Mobile pupils

A 'mobile' pupil is a child who joined the school or college after the start of year 10.

A 'non-mobile' pupil is a child who was at the school or college throughout both year 10 and year 11.

There is no facility to change admission dates in the 2024 Autumn 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, may have a large number of pupils identified as mobile, and their published school mobility indicators will be shown as Not Published.

Late results/re-marks

Late results/re-marks are being processed slightly differently for the 2024 KS4 Autumn checking exercise than in previous years. Late results/re-marks will not be uploaded onto the CYPMD portal during the checking exercise.

Late results and outcomes of any reviews of results or appeals are supplied directly to us by the AO. AOs have until Thursday 31 October to provide us with all late results/re-marks.

We will be sharing two late results CSV files with schools and colleges.

The first late results CSV file will be available from 14 October and will contain information based on the **data received up to and including 30 September 2024**. This data includes late results and initial grade changes resulting from reviews of results and appeals. If a learner's result has been changed more than once, the final result will be included in the second late results file.

The second late results CSV file will cover **all late results/re-marks received up to and including 31 October 2024**. This will be shared with schools and colleges at a later date on the CYPMD portal. We will contact schools and colleges when this data is available.

If any results are **missing** from the first Late Results file available on the CYPMD portal, please raise a request using the 'Results Enquiry' form on the [CYPMD Help Centre](#) and we will work with AOs to submit the data.

If a result included in the first Late Result CSV file is **inaccurate, please wait and review the data in the second late results CSV file before raising a request** using the 'Results Enquiry' form on the [CYPMD Help Centre](#) and we will work with AOs to update the data.

All late results/re-marks received from AOs up to and including 31 October 2024 will be included in revised data published in early 2025.

Pupil removal requests

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

To increase the likelihood of pupil removal requests being accepted we strongly recommend that you read this document **before** your school or college make any pupil removal requests.

The document is called '2023 KS4 Autumn Checking Exercise Requests Summary' and can be accessed from the Help Centre here: [2023 KS4 Autumn Checking Exercise Requests Summary](#).

If you wish to request the removal of a pupil from the calculation of your school or college's performance measures, the pupil's situation must fulfil one of the following removal categories:

- [Pupil not on June list](#)
- [Merge pupil](#).

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

All other pupil amendment requests should have been made during the 2024 KS4 June checking exercise.

We cannot accept any requests to remove a pupil during the 2024 Autumn checking exercise that your school or college previously requested to remove during the 2024 June checking exercise.

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.

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

All pupil removal requests and information/evidence must be submitted by 5.00pm on Friday 25 October 2024.

If you experience any problems with the uploading of information/evidence, please visit the [CYPMD Help Centre](#).

We have comprehensive moderation processes in place to ensure that all decisions made are fair and consistent. We will consider all pupil removal 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 on decisions.

Removal categories and evidence/information requirements

Pupil not on June list

If, when checking your school or college 2024 KS4 Autumn checking exercise pupil CSV files, you notice a pupil that **was not** listed in the 2024 KS4 June pupil CSV file as being at the end of KS4¹ and included in the calculation of performance measures, you can submit a request to remove that pupil.

IMPORTANT – If this pupil was listed in the 2024 KS4 June CSV file at your school and included in all measures, your request to remove this pupil cannot be accepted.

Information/evidence requirements

No evidence or information is required to support this request. We will check against your school or college's 2024 KS4 June pupil list, and we will reject every case where we find the pupil **was** listed on your school or college's 2024 KS4 June pupil list.

There is the functionality to upload evidence, and an opportunity to tell us any details we might need, for example if the pupil's name has changed between the 2024 KS4 June and Autumn checking exercises.

Merge Pupil

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. CYPMD ID of the pupil record to be deleted and merged, and**
- 2. Further details about the reasons the pupil records need to be merged.**

¹ For independent schools and FE colleges with 14 to 16 provision, pupils are assumed to be at the end of KS4.

Further information

If you think a pupil is missing from the pupils that are used to calculate your school or college performance measures please raise a request using the 'Add pupil' form on the [CYPMD Help Centre](#).

If you have a query regarding your results data contained in the CYPMD portal, please raise a request using the 'Results Enquiry' form on the [CYPMD Help Centre](#).

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

If you have any technical issues **once you have logged into** the CYPMD portal, please raise a request using the 'Technical Issues' form on the [CYPMD Help Centre](#).

Additional guidance

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

Key dates

Date	Activity
14 October 2024	KS4 Autumn checking exercise portal opens, a link to the CYPMD portal will be made available here .
25 October 2024	KS4 Autumn checking exercise portal closes for submission of pupil removals and information/evidence. All requests and supporting information/evidence must be submitted electronically before the checking exercise closes at 5:00pm.
October 2024	2024 secondary school performance measures (provisional) published here .
Early 2025	2024 secondary school performance measures (revised) published here .
April 2025	2024 secondary school performance data (final) published here .

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