Check Your Performance Measures Data

Autumn 2024 checking exercise – 16 to 18

Guidance for state funded schools with 16 to 18 provision, registered independent schools and FE sector colleges

October 2024

Contents

Summary

It is very important that you read this guidance carefully.

About this departmental guidance

This is guidance from the Department for Education (DfE) and is non-statutory. It has been produced to help state funded secondary schools with 16 to 18 provision, registered independent schools and the FE sector 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 Autumn 2025 checking exercise.

Who is this guidance for?

This guidance is for:

- School leaders, staff and governing bodies in all state funded secondary schools with 16 to 18 provision (maintained schools, academies, free schools, studio schools and university technical colleges)
- Special schools (maintained schools, academies and free schools)
- Registered independent schools
- Further education sector colleges

Introduction

The DfE publish school and college performance measures each year. The publication of performance measures provides a 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 2023/24 16 to 18 performance measures will report achievements of students who have completed their 16 to 18 studies in the 2023/24 academic year. This may include qualification results achieved in earlier academic years, for example 2022/23.

Schools and colleges are asked to check we have the correct students and results listed at the end of 16 to 18 study as part of the 2024 Autumn checking exercise.

School and college performance measures reflecting student removal requests accepted as part of the Autumn checking exercise will be published in early 2025.

Changes since 2023

1. In previous years the DfE has worked with an external contractor to produce and share school and college performance measures, this included delivering the school and college checking exercises.

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

   The CYPMD service will use a new portal to administer the school and college checking exercises. The new portal will have 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 will allow you 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.

   Users of the new 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)**.

   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 16 to 18 Autumn checking exercise. You will not be able to view the data if you try to access the CYPMD portal as the trust.

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

2. There is a new help desk facility which will support you throughout the 2023/24 checking exercise process which you can access on the **CYPMD Help Centre**.

3. Students that were on roll at the school or college at the time of the 2023/24 Autumn school census or ILR R14, 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 student.

4. Characteristic amendment requests (including SEND status) are no longer available. After considering the effect of this type of request if accepted, it was found that they had little impact on revised performance data.

5. 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.

6. When your school or college has made **all** individual student 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 student 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 student amendment requests, you do not need to complete a 'full return summary'.

7. 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, therefore all student removal requests must be made during the 16 to 18 Autumn checking exercise.

Action your school or college needs to take

Users of the new 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)**.

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 from the **CYPMD Help Centre**. **This link will only be accessible 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 16 to 18 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:

- **Check that we have listed the correct students, and their results, at the end of 16 to 18 study.**

- **Check your school or college's summary performance data.**

  These checks are important to ensure the accuracy of your school or college data published in early 2025.

- **If required, submit all student removal requests.** Further information and evidence requirements can be found throughout this guidance document.

- **If your school or college has requested student removals, one user must submit your school or college's 'full return summary'.** If your school or college does not need to request any student removals no further action is required in the CYPMD portal. Your school or college does not need to submit a 'full return summary'.

The Autumn checking exercise will be the only opportunity for all state funded schools with 16 to 18 provision, registered independent schools and FE sector colleges to check that we have attributed the correct students and results for the purpose of calculating performance measures.

If you have a query about your school or college data please visit the **CYPMD Help Centre** for further information.

Students included in the calculation of 16 to 18 data

State funded schools and colleges

State funded schools and colleges will make a return to the department in October on their 2023/24 Autumn school census or ILR R14. It is important that these returns accurately record a student's learning aim reference and completion status as this information will be used to calculate retention measures.

Any inaccuracies or incomplete Autumn ILR and school census returns cannot be corrected once used to calculate your school/college performance measures. This could mean your institution is published with inaccurate retention measures. **School census guidance** and **ILR guidance** is available.

Special schools

Although special schools' performance measures are published, if you are a special school with a sixth form your 16 to 18 results will not be published unless your school or college opt in to be published.

To do this you can **send a message** to the **CYPMD Help Centre** or contact the CYPMD Help Line on 0300 131 2762 by 5:00pm on Friday 25 October 2024.

Students reported

Students will be reported if they are aged 16, 17 or 18 at the start of the 2023/24 academic year, i.e. 31 August 2023, and at the end of their 16 to 18 studies. Students and results will be allocated on an annual basis against the provider where they are enrolled, and funded, to take their main programme of study.

This means that students can be reported against multiple providers in different years if they have moved during their 16 to 18 studies. Please refer to the 16 to 18 accountability headline measures: technical guide which can be found **here** for further information on which students should be reported.

Your school or college will be held accountable for the student and their results if recorded on roll in the Spring school census or with a core learning aim on their ILR. Students have been allocated to providers for up to 3 years, for example the academic years 2023/24, 2022/23 and 2021/22.

Some students have been allocated based on the volume of exam data received from awarding organisations (AOs). This is based on where the student has taken the exam and may not be where the student was on roll. This usually includes providers that have not made a school census return to the DfE at student level nor an ILR return, for example independent schools.

Only students that meet the eligibility and entry criteria for inclusion are in the published data.

Students that have no results reported in the checking exercise may still be included in the retention measure, where the ILR or school census shows that they have a level 3 or level 2 learning aim. Therefore, it is important that you check that these students have reached the end of their studies and defer them if they have not.

Student eligibility criteria

Students are eligible to be included in 16 to 18 performance measures if they are of academic age 16, 17 or 18 at the start of the 2023/24 academic year, for example, 31 August 2023, and at the end of their 16 to 18 studies. They are identified through any of the following criteria:

    a) they have entered for at least 2 qualifications, each of which has at least the size of an A level or they have entered for at least one qualification the size of at least 2 A levels, in the reporting year; OR

    b) they have entered for both a T Level core and T Level occupational specialism during 16 to 18 study; OR

    c) they are 18 and have not been included in published performance data for their current allocated provider.

You will be able to defer students who have met the first or second criterion (a or b) as of the end of the 2023/24 academic year, but who are continuing their 16 to 18 study - as long as they are not yet 18.

A student eligible for reporting in 16 to 18 published performance data will also need to meet additional criteria for each performance measure to be included in that measure. For example, to be included in the average point score per entry for A level students, the student must have been entered for at least an AS qualification. To be included in the average point score per entry for technical certificate, the student must have entered at least one technical certificate.

The 16 to 18 accountability headline measures: technical guide which can be found **here** has detailed information on the methodologies for the performance measures and further details on the allocation of students to providers.

Students studying part-time

Students studying part-time will be included in 16 to 18 performance measures if they meet the eligibility criteria for inclusion.

Students studying at more than one institution

If a student studied in a school or college then moved to another school or college during the academic year, their results will be included in the performance measures for the provider identified as the core provider. The

core provider will be identified based on where the student was on roll, or if this information is not available, the school or college that entered them for the greater volume of qualifications.

If a student was studying at more than one provider at the same time during the academic year, then the student and their results will be allocated to the core provider.

If your school or college needs to add a missing student please visit the **CYPMD Help Centre** and complete the 'add student form' before 5:00pm on Friday 25 October 2024.

We will only accept a request to add a student if they are not on roll at any other provider.

More information on how students are allocated to institutions can be found in the **16 to 18 technical guidance**.

Students who left part way through their studies

If a student was on roll at your school or college but left before completing their studies, all their achievements will be reported when they are at the end of studies or reach academic age 18. You cannot remove these students or their results.

Students withdrawn from exams

Where a student has been withdrawn from all exams included in performance measures, they can be removed from the institution's attainment measures in the 16 to 18 published data.

However, the retention measures for state funded schools and colleges are calculated using aims data from the school census and ILR, therefore, students withdrawn from exams outside of the funding 'qualifying period' will still be counted in these performance measures.

The attainment data will include a 'fail' grade for exam entries that have not been withdrawn by the AO.

Apprenticeship students

Students can be allocated to your school or college where AO data shows that exams were taken at your centre. If an apprenticeship student has been allocated to your school or college but they were not registered on roll in 2023/24, 2022/23 or 2021/22, they have not been recorded on the school census return or ILR return for those years, they should be removed from your school or college's results.

International students

A student is an international student if they are from overseas and travelled to England for study. These students do not receive public funding and pay their

own fees. These students can be removed from your school or college's results.

Private entries and external candidates

Private entries for approved qualifications have been included. You cannot remove students on roll and their results from your school or college data, even where the examinations were entered privately or are qualifications not taught by your school or college.

You should request to remove external candidates, that is, students who sat one or more examinations at your centre but were not on roll at your school or college.

Qualifications reported

The 16 to 18 performance measures report level 3 applied general and tech level qualifications on the approved list of qualifications for 2024. All academic qualifications at level 3 that have been approved by the Secretary of State to be on the ESFA's list of qualifications approved for funding 14 to 19 are also reported. A list of approved qualifications reported for 2024 can be found **here**.

Where a qualification (applied general, tech level or technical certificate) was approved for inclusion in performance measures in 2020/21 academic year but is no longer on the approved list of qualifications for 2024, these qualifications will not be eligible to be included in the 2024 performance measures.

For 2023/24, we are pausing the publication of the English and maths progress measure due to our commitment not to use grades awarded between January 2020 and August 2021.

Where a student has taken 2 or more qualifications in the same subject area, we will only give credit to one of the qualifications in the performance measures. The discounting rules applied can be found **here**.

Reporting fails

Only grades U, F and Q (pending) will be counted as a fail and attract zero points in the performance measures.

Where a student has failed an A level we will include an AS pass grade in the same subject, where one exists. We will count the points for the AS but use the A level 'size' (for example, one rather than half) in the calculation of the average point score per A level and academic entry.

Grade X

Grade X (no result) is not counted in the performance measures. In the vast majority of cases grade 'X' is used where a student has not yet completed all the required units or left the course and should have been withdrawn.

Resits

A student will only be reported once they are at the end of 16 to 18 study. Therefore, before including a student in the data for 2024, you should ensure that they are at the end of their studies.

Checking your school or college data

CSV files

You can view and download the following CSV files:

- Students included CSV file
- Students non-included CSV file
- Students previously published CSV file
- Results: students included CSV file
- Results: students non-included CSV file
- Late Results CSV file
- School/college summary data CSV file.

We recommend you download copies of your school or college's CSV files to check all students and their results attributed to your school or college **before** your school or college request any student removals.

Late results/re-marks

Late results/re-marks are being processed slightly differently for the 2024 16 to 18 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.

CSV file guidance

16 to 18 CSV file guidance documents will be available in the 'Further Guidance' section, under the 16 to 18 Autumn area of the **CYPMD Help Centre**. These documents will help you interpret your student and results CSV files.

Checking exercise portal

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

Requesting student amendments

Generally, a student is reported if they are at the end of their studies and on roll anytime in the last 3 years and not previously reported, where your school or college is identified as the main provider.

To help schools and colleges submit appropriate student removal requests during the 2024 16 to 18 Autumn checking exercise we have produced a document which summarises the requests submitted during the 2023 16 to 18 Autumn checking exercise, alongside common reasons why some student removal requests could not be accepted.

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

The document is called '2023 16 to 18 Autumn Checking Exercise Requests Summary' and can be accessed from the Help Centre here**: 2023 16 to 18 Autumn Checking Exercise Requests Summary**.

Requests can be submitted to remove students from being included in the calculation of your school or college's performance measures for the reasons listed below:

- Deceased
- Merge students
- Not at the end of 16 to 18 study
- Not on roll
    - External candidates (for example, not on the roll of the school or college for the attendance year allocated)
    - International students (fee paying foreign nationals)
    - Apprentices not recorded on the school census or ILR, who have no ESFA funded learning aim
    - Other
- Other.

If your request does not fit into one of the removal categories above, you will not be able to submit a request to remove the student.

Information/Evidence

Important

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

You can upload up to **6 files <u>or</u> 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.

All supporting information/evidence needed for each removal request must be uploaded to the secure CYPMD portal. Please ensure that you have supplied all the necessary information/evidence to enable a decision to be taken, otherwise your request cannot be accepted.

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 student 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.

Student amendment categories

Deceased

If a student has sadly died, please select this category to remove them from your school or college's performance data.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and <u>must</u> be provided. Requests submitted without the mandatory information/evidence cannot be accepted:

1. Date off roll.

Merge student

Where the same student has been listed twice, you can submit a request to merge two student records into one.

Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and <u>must</u> be provided. Requests submitted without the mandatory information/evidence cannot be accepted:

1. CYPMD ID of the student record to be deleted and merged; <u>and</u>
2. Details about the reasons the student records need to be merged.

Not at the end of 16 to 18 study

- You should only defer a student if they have been allocated to your school or college for the 2023/24 academic year
- Students of academic age 18[1] cannot be deferred
- Students of academic age 16[2] or 17[3] who are continuing their study should be deferred. Their results will be reported next year or by the time they reach 18
- Ensure those students that are listed but have no results to report are also deferred if they are continuing their studies. Taking no action to defer these students will result in them being included in the retention measure.

Students with no results (level 3 or level 2 technical certificate) may still be in scope for the retention measures that will be published in 2025. This is because these measures use learning aims data from the school census and the ILR. Therefore, you should defer these students if they were aged 16 or

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[1] Students of academic age 18, reached this age by 31 August 2023.
[2] Students of academic age 16, reached this age by 31 August 2023.
[3] Students of academic age 17, reached this age by 31 August 2023.

17 at the start of the 2023/24 academic year and are continuing with their studies.

Information/evidence requirements

No evidence or information is required to support removal if the student is not at the end of 16 to 18 study, but there is the functionality to upload evidence, and an opportunity to tell us any details we might need.

Not on roll

Your school or college can request to remove students for the following reasons:

- Apprentices not recorded on the school census or ILR, who have no ESFA funded learning aim
- External candidates (for example, not on the roll of the school or college for the attendance year allocated)
- International students (fee paying foreign nationals)
- Other.

Please select the appropriate option.

Information/evidence requirements

No evidence or information is required to support removal if the student is an apprentice, external candidate or international student, but there is the functionality to upload evidence, and an opportunity to tell us any details we might need.

If you selected 'Other' please provide us with either information or evidence to explain the situation.

Other

Any other removal requests should be submitted using this category. These include a request to remove a student that has been allocated to your school or college using your school census or ILR return.

You should choose the attendance year/s you wish to remove the student from.

For the majority of reasons, you will need to provide a written statement on school or college headed paper explaining why a student should be removed, and you will have the option to upload other evidence to support your request.

Submitting your full return summary

If your school or college has requested student removals, one user must submit your school or college's 'full return summary'. If your school or college does not need to request any student removals no further action is required in the CYPMD portal. Your school or college does not need to submit a 'full return summary'

More than one user can request student removals from your school or college data. Requests can be made over different days, individual student removal requests can be edited, information/evidence can be amended throughout the two-week checking exercise period.

However, if student removal requests **have** been made by your school or college, **by 5pm on the final day, <u>one</u>** user must submit your school or college's 'full return summary'.

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 student removals from your school or college's data or amend any information/evidence for requests already made.

If your school or college do not submit a 'full return summary' your school or college's individual student removal requests will not be visible and therefore <u>cannot</u> be considered.

Additional information

Sixth form centres and consortia

In addition to the results for individual schools and colleges, published data will also include separate aggregated results for each registered sixth form consortium. The consortium entry will be based on the results of all students on roll at each of the participating schools or colleges. If your school or college is part of a registered consortium, you only need to check the results for those students on roll at your school or college.

If you find that a student is missing please complete the 'add student' form which is available on the **CYPMD Help Centre**. Any amendments made to this data will automatically be included in the relevant consortium level data.

Whether a school and its students are reported in a consortium's results will be based on whether it was a feeder school to the consortium during the 2023/24 academic year. For example, a school that joins a consortium in 2023/24 will have all students that attended that school in the last 3 academic years reported against the consortium. If a school ceased to be part of a consortium before 2023/24 academic year, these schools and their students will not be reported as part of the consortium.

Schools and sixth form colleges that become an academy

A school maintained by a local authority, or sixth form college may change to become an academy during the 2023/24 academic year, or re-open after closing on the same site (for example, it becomes a sponsored academy).

In most cases, we treat a 'converter' academy as a continuing school or sixth form college and a 'sponsored' academy as a new academy. This affects how we report results for these institutions.

Results are reported against the institution that was open and in operation at the start of the reporting academic year. For example, if a school maintained by a local authority or sixth form college becomes an academy at the start of that academic year (before 12 September 2023), we will publish the results under the new academy name.

If a school maintained by a local authority or sixth form college becomes an academy part way through the academic year (on or after 12 September 2023), we will publish the results for that academic year under the old institution name and link to the new academy page which will provide background information only.

Recently merged colleges

Where an FE college has been dissolved during the 2023/24 academic year, we will not publish the data for the closed college. This is the DfE's current position.

A college will be published with results if it was open and in operation at the start of the 2023/24 academic year. The students attributed to the college will be based on the ILR return R10 for 2023/24; ILR R14 for 2022/23 and 2021/22.

Further information

If you have a query regarding the data contained on the CYPMD portal, please contact 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 arrangements can be found **here**.

Key dates

Date	Activity
14 October 2024	16 to 18 Autumn checking exercise portal opens, a link to the CYPMD portal will be made available **here**.
25 October 2024	16 to 18 Autumn checking exercise portal closes for submission of student removals and information/evidence. All requests and supporting information/evidence must be submitted electronically before the checking exercise closes at 5:00pm.
Early 2025	2024 16 to 18 performance measures (revised) published **here**.
April 2025	2024 16 to 18 performance data (final) published **here**.

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