

Our Reference:
KS4/AUT/2024

14 October 2024

Dear Headteacher/Principal

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

Key Stage 4 Autumn Checking Exercise

Publication details

Provisional 2024 key stage 4 (KS4) performance data is due to be published at **9:30am on Thursday 24 October 2024** here: [Search for schools, colleges and multi-academy trusts - Find school and college performance data in England - GOV.UK \(find-school-performance-data.service.gov.uk\)](https://www.gov.uk/find-school-performance-data).

The 'Compare school and college performance data in England' service will contain data based on the results of pupils at the end of KS4 studies in the 2023/24 academic year.

Early access to publication data

You can access your **provisional** data in advance of publication [here](#).

This information is being provided to you in advance, in confidence and on the condition that it is not released to other persons outside of your school or college before 9:30am on Thursday 24 October 2024.

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.

KS4 Autumn Checking Exercise

The KS4 Autumn Checking Exercise is now open and can be accessed [here](#).

You 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's provisional data, please visit the [CYPMD Help Centre](#) for further information.

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.

Please see page 11 of the [2024 KS4 Autumn Checking Exercise Guidance](#) for further information.

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

Two CSV files containing late results/re-marks will be made available. The first late results file will be shared on 14 October. If any results are **missing**, please raise a request using the 'Results Enquiry' form. If a result is **inaccurate**, please wait and review the data in the second late results CSV file before raising a request. Please refer to the [2024 KS4 Autumn Checking Exercise Guidance](#) for further information.

Additional guidance

To assist schools and colleges with their participation in the 2024 KS4 Autumn checking exercise we have produced the following information:

- 2024 KS4 Autumn Checking Exercise Guidance
- 2023 KS4 Autumn Checking Exercise Requests Summary
- 2024 KS4 Autumn Checking Exercise 'How to' Guidance
- 2024 KS4 Autumn Pupil CSV Guidance
- 2024 KS4 Autumn Results CSV Guidance
- 2024 KS4 Autumn 'How To' Video walkthroughs.

This information is available on the [CYPMD Help Centre](#) and can be found in the 'Further Guidance' section, under the KS4 Autumn area of the Help Centre.

We strongly encourage you to familiarise yourself with these guidance documents **before** you request any pupil removals from your school or college data.

CYPMD portal

The new portal can be accessed via [DfE Sign-in](#). This is the same secure sign-in system used by many DfE services including the 2024 KS4 June checking exercise. **Details on how to create an account can be found [here](#).**

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 \(education.gov.uk\)](#). **The CYPMD**

Helpline cannot assist users with DfE Sign-in account creation or login queries.

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](#).

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 log in as the trust.

Outcomes of all amendment requests will be made available to you in early 2025. All accepted Autumn pupil removal requests will be reflected in revised data when it is published in early 2025.

We take school or college information (including contact information) for the performance measures from Get Information about Schools (GIAS). It is important that you check your school or college's information on [GIAS](#). 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 have any further enquiries please visit the [CYPMD Help Centre](#).

Yours faithfully

Department for Education