

19 May 2025

Dear Headteacher/Principal,

2025 Key Stage 4 (KS4) June Checking Exercise

The 2025 Key Stage 4 June Checking Exercise will **open on Monday 16 June 2025 and close at 5:00pm on Friday 27 June 2025.**

You can access the 2025 KS4 June checking exercise in the Check Your Performance Measures Data (CYPMD) portal [here](#).

Supporting Information

We are making the 2025 June Checking Exercise guidance available now to help you prepare in advance of the checking exercise opening. This guidance can now be accessed on the [CYPMD Help Centre](#) in the 'Further Guidance' section.

Changes Since 2024

There have been some changes to what schools and colleges are able to do during the 2025 KS4 June checking exercise:

- following a review of the 2024 KS4 checking exercises, the 'Dual registration' and 'Moved school' pupil removal categories have been merged and reintroduced to the 2025 KS4 June checking exercise
- we have reintroduced the facility for schools and colleges to 'include' a pupil who is already listed in your school or college data. You will be able to identify if a pupil is 'included' or 'not included' in your school or college performance measures by downloading your pupil CSV files
- the KS4 June CSV files have been improved to help you interpret your school or college data. A full explanation of these improvements can be found in the KS4 June Checking Exercise guidance document
- the 'Child missing education' pupil removal category has been updated to reflect current legislation

- the process for submitting your school or college's 'full return summary' on the CYPMD portal has changed. There are now prompts and clearer wording within the CYPMD portal to provide further clarity on when and how a 'full return summary' should be submitted, if applicable. Schools and colleges will also receive an email confirmation when the 'full return summary' has been completed. Please refer to the 'How to' guide or the video walkthroughs for step-by-step instructions which will be made available on the [CYPMD Help Centre](#) w/c 2 June

Information on how performance measures are calculated can be found in the secondary accountability guidance. [Secondary accountability measures \(including Progress 8 and Attainment 8\) - GOV.UK \(www.gov.uk\)](#).

To assist schools and colleges with their participation in the 2025 June checking exercise we shared the [2024 KS4 June Checking Exercise Requests Summary](#) in April. This summarises the requests submitted during the 2024 KS4 June Checking Exercise, alongside common reasons why some amendment requests could not be accepted.

CYPMD Portal

The CYPMD portal will be accessed using a DfE Sign-in account. This is the same secure sign-in system used by many DfE services. Details on how to create an account can be found [here](#).

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.**

CYPMD Help Centre

You should always refer to the [CYPMD Help Centre](#) if you need advice or have a query. The CYPMD Help Centre will display information and guidance which may answer your query and will inform you what action you should take if you need to raise an enquiry.

CYPMD Communications

Further information about the KS4 checking exercises will be sent to all school and college headteachers and principals so please check your headteacher/principal contact details are correct on '[Get information about schools](#)' (GIAS).

Following feedback received from stakeholders, for 2025 additional users of the CYPMD service can sign up to receive communication notifications.

If additional people within your school or college would like to receive future communications about the CYPMD service, they can opt-in by [sending a](#)

[message](#) and selecting the option 'I want to sign up to receive CYPMD email updates'.

If you have any other queries, you can visit the [CYPMD Help Centre](#).

Yours faithfully

Department for Education