



Department  
for Education

## **Check Your Performance Measures Data**

# **2025 KS4 June checking exercise**

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

**May 2025**

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## 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, special schools, independent schools and FE colleges with 14 to 16 provision understand their responsibilities in relation to the school and college checking exercises.

## Expiry or review date

This guidance will next be reviewed ahead of the 2026 KS4 June checking exercise.

## Who is this guidance for?

This guidance is for:

- school leaders, school 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 performance measures each year. The publication of performance measures provides an easily accessible source of comparative information on attainment and progress in schools.

In this guidance, where we use the term school, we mean any establishment that is eligible to engage with the KS4 June checking exercise.

Where we say pupil, we recognise that FE colleges with 14 to 16 provision refer to their learners as students.

School performance measures are published here: [Compare school and college performance \(CSCP\)](#). This 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 2024/25 KS4 performance measures will report achievements of pupils who have completed their KS4 studies in the 2024/25 academic year. This may include qualification results achieved in earlier academic years, for example 2023/24.

The 2024/25 KS4 performance measures will not include Progress 8 measures. Due to Covid impacted years, there is no KS2 prior attainment data available which is used to calculate Progress 8. There will be no replacement for Progress 8 for 2024/25, however, DfE will continue to publish the remaining headline attainment, entry and destination measures and return to publishing time-series.

Schools are asked to check we have the correct pupils listed at the end of KS4 as part of the 2025 KS4 June checking exercise.

Amendments made to correct your pupil level data during this exercise will increase the accuracy of the provisional performance measures data. You will have sight of the provisional performance measures data in October during the 2025 KS4 autumn exercise, ahead of publication of the measures in [provisional statistics](#), [CSCP](#) and provisional [Analyse School Performance \(ASP\)](#) releases.

Further information on how KS4 performance measures are calculated can be found here: [Secondary accountability measures](#).

## Changes since 2024

1. 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.
2. We have reintroduced the facility for schools to 'include' a pupil who is already listed in your school data. You will be able to identify if a pupil is 'included' or 'not included' in your school performance measures by downloading your pupil CSV files.
3. The KS4 June CSV files have been improved to help you interpret your school data. A full explanation of these improvements can be found on page 9 of this guidance document.
4. Situations surrounding the 'Child missing education' pupil removal category have been updated to reflect current legislation.
5. The process for submitting your school'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 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 w/c 2 June on the [CYPMD Help Centre](#).

# Important information

## KS4 checking exercises

The 2025 KS4 June checking exercise will be the **only** opportunity to check that we have attributed the correct KS4 pupils for the purpose of calculating 2024/25 performance measures. **All school types should participate in the June checking exercise.**

In October there will be a KS4 Autumn checking exercise. There will be a two-week window to submit the following **very limited** pupil amendment requests:

- the removal of any pupil who was not listed in the school's June checking exercise pupil list
- the merging of two pupil records

The 2025 KS4 Autumn checking exercise will have no other pupil amendment functionality. **All other pupil amendment requests must be made during the KS4 June checking exercise.**

**We cannot accept any requests to remove a pupil in Autumn that you have previously requested to remove in June.**

## Closed schools

To ensure that the correct institution is held accountable for a particular year's results (e.g. 2024/25 GCSEs), results are attributed to whatever the institution was at the beginning of that academic year. To take account of differing start of term dates, we treat the beginning of an academic year as 12 September.

If a school closed and reopened, retaining their original 7-digit LA Establishment number, in most cases we class these as a continuing school. These schools will be able to check their data during this year's checking exercises.

If a school closed and reopened with a new LA Establishment number, we class these as a 'fresh start' for accountability purposes. Data for these schools will not be available for checking during this year's checking exercises.

When data is published for schools that either closed completely or closed and reopened with a new LA Establishment number, the **CSCP** website will contain an acknowledgement that their data was not included in the school checking exercises.

## Pupils included in the calculation of key stage 4 data

KS4 school performance measures and associated national statistics will be published in October 2025. Relevant revisions to these will be published later e.g. school performance measures reflecting amendment requests accepted as part of the Autumn checking exercise will be republished in early 2026.

All statistics will report on the attainment, entry and destination measures 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 2025 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 entries 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 entries 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 entries 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 entries attributed to your school.

### FE colleges with 14 to 16 provision

Exam entries data and Individualised Learner Record (ILR) information is used to attribute KS4 students to your college. It is possible the list of KS4 students 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. If your KS4 student data is an inaccurate record of those who are in your official KS4 cohort, you can amend this by requesting a student removal using the **Not on roll at the time of January census** removal category.

## Add-backs

During the 2024 KS4 June checking exercise, if a state funded school requested to change a pupil's year group from year 11 to year 10, these pupils have been 'added-back' to the school this year. The pupil will be included in the calculation of the school's 2024/25 performance measures, even though they may no longer be on roll. There are situations where it may be appropriate to request the removal of an 'added-back' pupil, please see the [Add-back removal](#) section for further information.

Please note, if your school made any other type of pupil removal request during the 2024 June checking exercise, and this request was accepted, these pupils will not be 'added-back' to your school this year.

If, during the 2025 KS4 June checking exercise you request 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 next year.

# Checking your pupil list

## CSV files

You can view and download CSV files on the CYPMD portal to check the pupils attributed to your school.

In 2024 in some instances when a CSV file was downloaded it contained no data which caused confusion for some schools.

For 2025 if there is no data to share with a school there will be no CSV file link displayed on the CYPMD portal.

The CSV files available to you have been simplified to help you interpret your school data, you will now be able to download up to two CSV files:

- **'pupil included'** CSV file which will contain only pupils **included** in the calculation of your school performance measures
- **'pupil non-included'** CSV file which contains only pupils who are **not included** in the calculation of your school performance measures, for example a pupil who joined your school roll after 2025 spring (January) census day, or those 15-year-olds who are not in year 11

**If a school has no 'non-included' pupils, they will only see one CSV file link for the 'pupil included' csv file.**

We have also made further improvements to these CSV files:

- a new pupil 'mobility' information flag has been added
- a new pupil inclusion description is now provided

We recommend you download copies of your CSV files before you request any pupil amendments.

You will be able to access the 'KS4 June CSV file guidance' on the [CYPMD Help Centre](#) from w/c 2 June to help you interpret the CSV files.

If you think your pupil list is incorrect, you can contact the CYPMD Helpline on 03001312762 or visit the [CYPMD Help Centre](#). You can also [send a message](#) to the CYPMD help line.

## Mobile pupils

Pupil mobility is only calculated for state funded schools which complete the school census.

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

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

There is no facility to change admission dates in the 2025 KS4 June checking exercise. Where state funded schools have a high percentage of mobile pupils with an earlier admission date provided in a previous state funded school census, the admission date has been updated to the previous value. These pupils will no longer be showing as mobile.

If the pupils do not have an earlier admission date in a previous state funded school census record, these will continue to be counted as mobile pupils when calculating related mobility indicators in a state funded school's summary data.

## Action your school needs to take

The checking exercise will open on **Monday 16 June** [here](#), we will notify schools when the checking exercise is live.

The 2025 KS4 June checking exercise will be the only opportunity for all school types to check that we have attributed the correct KS4 pupils for the purpose of calculating performance measures.

**Your school should take the following action by 5:00pm on Friday 27 June 2025:**

- **familiarise yourself with the 'How to' guide or the video walkthroughs** which will be available from w/c 2 June on the [CYPMD Help Centre](#). This will ensure that you fully understand the steps required to check your data and, if necessary, request amendments to your school's pupil data
- **download your school's pupil CSV file/s and check that we have listed the correct pupils at the end of KS4.** These checks are important to ensure the accuracy of your provisional data published in October 2025 and your revised data published in early 2026. If you think your pupil list is incorrect, please contact the CYPMD Helpline on 03001312762 or visit the [CYPMD Help Centre](#)
- **sign out of the CYPMD portal if your school does not need to request any pupil amendments**
- **if you do need to request amendments to your school's pupil data, please complete all pupil amendments.** Please ensure that you provide the mandatory information/evidence. Further information and evidence requirements can be found throughout this guidance document
- **submit your school's 'full return summary'.** Once your school has made **all** individual pupil amendment requests, a 'full return summary' must be submitted.
  - please refer to the 'How to' guide or video walkthroughs which will be available from w/c 2 June on the [CYPMD Help Centre](#) to ensure that you have a full understanding of when and how the 'full return summary' is submitted **before** you complete this step
  - more than one user can request amendments to your school 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 Friday 27 June, one user** must submit your school's 'full return summary'

- **keep a copy of the ‘full return summary’ confirmation email.** Once you have submitted your school’s ‘full return summary’ you will receive a confirmation email. If this confirmation email has not been received within 24 hours of the submission of your school’s ‘full return summary’ please [send a message](#) the CYPMD Helpline

If your school’s ‘full return summary’ is not submitted, your individual pupil amendment requests will not be visible and therefore cannot be considered.

Once your school’s ‘full return summary’ has been submitted, your school will no longer be able to request any further amendments to your data or amend any requests already made.

## Pupil inclusion requests

If, when checking your school's 'pupil non-included' CSV file, you identify a pupil who is listed that you wish to be included in your performance measures data you will need to complete a pupil inclusion request on the CYPMD portal.

You can find further guidance on how to request a pupil inclusion in the CYPMD 'How to' guide or the video walkthroughs which will be available on the [CYPMD Help Centre](#). These guides will be made available from w/c 2 June.

There are no mandatory Information/evidence requirements for a pupil inclusion request. However, you will have the opportunity to provide optional information/evidence to support your pupil inclusion request.

We cannot accept a request to include a pupil if a pupil's year group has been adjusted to year 12, as the pupil will have been previously reported as end of key stage 4. This pupil and their results will be omitted from all published data for the 2024/25 academic year.

## Adding a pupil

If you have a pupil that is not listed in your school's 'pupil non-included' CSV file, you will need to [send a message](#). You will need to select the 'Pupil/student Enquiry' option. Please supply any information/evidence that will support your request.

## Pupil removal requests

To help you submit appropriate amendment requests during the 2025 KS4 June checking exercise we have produced a document which summarises the requests submitted during the 2024 KS4 June checking exercise, alongside common reasons why some amendment requests could not be accepted.

To increase the likelihood of amendment requests being accepted we strongly recommend that you read the [KS4 June Checking Exercise Requests Summary](#) document **before** you make any amendment requests.

There may be exceptional circumstances where you feel it is appropriate to request amendments to the pupils included in the calculation of your school's performance measures.

Requests can be submitted to remove pupils from being included in the calculation of your school's performance measures for the following reasons:

- admitted following permanent exclusion (not independent schools)
- admitted from abroad with English not first language
- child missing education
- deceased
- dual registration/moved school
- elective home education
- merge pupil (independent schools and FE colleges with 14 to 16 provision only)
- not on roll at the time of January census (independent schools and FE colleges with 14 to 16 provision only)
- permanently excluded from current school
- permanently left England
- social care involvement - including police/prison
- terminal/critical illness
- year group change

**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 pupil.**

**Requests will not be accepted in the following circumstances:**

- a pupil suffered short term illness
- a pupil suffered short term illness and failed to sit all or some exams
- a pupil is on roll but receiving home tuition/remote learning
- the request is related to a pupil's special educational needs and disabilities (SEND)
- a school has been impacted by RAAC (reinforced autoclaved aerated concrete), as a school should now have arrangements in place so that all pupils access education and sit exams
- a pupil is a non-attender<sup>1</sup>

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<sup>1</sup> non-attendance includes any absence unless for reasons of long term illness

- a pupil is from a traveller family
- a pupil has left to re-sit exams at an FE college (not FE colleges with 14 to 16 provision)
- a pupil is attending an FE college full or part time (other than where the pupil's main registration is at an FE college with 14 to 16 provision)

## 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.**

All removal categories require information or evidence to be provided to support the removal request.

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.

Information/evidence should be in the form of supporting documentation from the local authority, social worker, police report or from medical professionals (as appropriate to the case). Further details about the information/evidence required to support each removal request can be found below, within each removal category sub-heading.

When your school has made **all** required individual pupil amendment requests your school will need to submit a 'full return summary' on the CYPMD portal.

Please refer to the 'How to' guide or video walkthroughs which will be available from w/c 2 June on the [CYPMD Help Centre](#) to ensure you have a full understanding of when and how the 'full return summary' is submitted **before** this step is taken.

**Once your school's 'full return summary' has been submitted, your school will no longer be able to request any further amendments to your data or amend any requests already made.**

**All requests and information/evidence must be submitted by 5.00pm on Friday 27 June 2025.**

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 amendment 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 to schools on decisions.**

# Pupil removal categories and information/evidence requirements

## 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.

**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.**

Please click on a category to be taken to the information/evidence requirements:

- [Admitted following permanent exclusion](#) (not registered independent schools)
- [Admitted from abroad with English not first language](#)
- [Child missing education](#)
- [Deceased](#)
- [Dual registration/moved school](#)
- [Elective home education](#)
- [Merge pupil](#) (independent schools and FE colleges with 14 to 16 provision only)
- [Not on roll at the time of January census](#) (independent schools and FE colleges with 14 to 16 provision only)
- [Permanently excluded from current school](#)
- [Permanently left England](#)
- [Social care involvement – including police/prison](#)
- [Terminal/Critical illness](#)
- [Year group change](#)

## Admitted following permanent exclusion (not registered independent schools)

If your school has admitted a pupil who has been permanently excluded from another state funded school **after** 1 September 2023 you can request to remove this pupil from the calculation of your school's performance measures.

**IMPORTANT - If you submit a request to remove a pupil who was admitted to your school before 1 September 2023, this request cannot be accepted.**

## 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. **DfE number of the excluding school, and**
2. **Date of exclusion, and**
3. **Evidence that will support your request, for example a letter from the headteacher notifying parent/guardian of permanent exclusion.**

## Admitted from abroad with English not first language

You can submit a request to remove a pupil from the calculation of your school's performance measures if:

- English is not their first language and
- English is not the official language of their country of origin and
- Their **first** admission to a school in England was **on, or after**, 1 September 2022

While we appreciate that not all children speak the official language of their country, a request will not be accepted if the child's country reports that English is the official language.

For ease of reference, a list of countries can be accessed [here](#) indicating if a request to remove a pupil who has recently arrived from abroad would be likely accepted or rejected, subject to all other conditions being met.

## 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. **Pupil's first language, and**
2. **Pupil's country of origin, and**
3. **Pupil's date of admission to your school, and**
4. **First date of admission to a school in England, and**
5. **Date of arrival in England.**

If a pupil has arrived from abroad and their first admission to a school in England was **before** 1 September 2022, **or** the pupil has been educated in **more than** one English school, we may also consider a request to remove a pupil under exceptional circumstances.

**In addition to the mandatory information above you will need to supply the following additional evidence, where applicable:**

6. Brief education history before arrival in England (if known)
7. Education history since arrival in England – names and dates of all schools attended (if known)
8. 3<sup>rd</sup> party/external asylum, immigration or resettlement scheme documentation, for example the Afghan Citizens Resettlement Scheme
9. Any other information/evidence to support your request.

## Child missing education

If a pupil has:

- **not returned following a leave of absence**, joint reasonable enquiries (by the school and LA) have failed to establish the whereabouts of the pupil, and the pupil has been deleted from roll under Ground H (regulation 9(1)(h) of the Education (Pupil Registration) (England) Regulations 2024 as amended) after the 2025 spring (January) school census, or
- **been continually absent from school for 20 school days**, joint reasonable enquiries (by the school and LA) have failed to establish their whereabouts, and the pupil has been deleted from roll under Ground I (regulation 9(1)(i) of the Education (Pupil Registration) (England) Regulations 2024 as amended) after the 2025 spring (January) school census

You can submit a request to remove the pupil from the calculation of your school's performance measures.

**IMPORTANT – A high level of non-attendance (e.g. persistent or severe absence) is not grounds for removal.**

### 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. **Date the pupil was removed from your roll, and**
2. **Confirmation from the local authority and school as to the reasonable enquiries undertaken to ascertain the whereabouts of the pupil, as described in the [children missing education statutory guidance](#), including confirmation of the date the LA was informed of removal from roll. This could include a completed joint LA/school CME checklist.**

## Deceased

If a pupil has sadly died, please provide the date that they were removed from your school roll.

### 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. Date off roll.

## Dual registration/moved school

### Dual registration<sup>2</sup>

If a dual registered pupil is listed in your 'pupil included' CSV file but you believe the other school the pupil is dual registered at should be held accountable, you can submit a request to remove the pupil from the calculation of your school's performance measures.

**Before** submitting a request to remove a dual registered pupil, please note the following rules apply for dual registered pupils:

- where a pupil is dual registered at two state funded schools, the pupil and their results will be assigned to the school of **main** registration
- dual registered pupils will be included in the calculation of performance measures at only one school according to the following table:

Mainstream School	Alternative Provision (AP)	Non-Hospital Special School	Hospital Special School	Assign Pupil to	Reason
✓	✓			Mainstream school	AP performance measures are not published
✓		✓		School of main registration	Both school's performance measures are published
✓			✓	Mainstream school	Hospital school performance measures are not published
	✓	✓		Non-hospital special school	AP performance measures are not published
		✓	✓	Non-hospital special school	Hospital school performance measures are not published

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<sup>2</sup> Dual registration occurs when a pupil who is registered at one school is also registered at another provision for some or all of their learning.

## Moved school

You can also request the removal of a pupil if the pupil has left your school to be educated at another school.

**IMPORTANT – When submitting a request to remove a pupil who is dual registered or has moved schools, it is important that you collaborate with the importing school as they must make a request to ‘add’ or ‘include’ this pupil during the June checking exercise.**

**We cannot accept requests made in the ‘Dual registration/moved school’ category without the pupil being added/included elsewhere.**

**The school you request the pupil be moved to must be a school that is published at KS4<sup>3</sup>. Any requests to remove a pupil who has moved to a non-published KS4 school cannot be accepted.**

## 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. DfE number of the school where accountability for the pupil should be transferred to.**

## Elective Home Education

If a pupil has left your school to be electively home educated **before** 2025 spring (January) census day, you can submit a request to remove the pupil from the calculation of your school’s performance measures.

**IMPORTANT - If you submit a request to remove a pupil who left your school to be electively home educated after 2025 spring (January) census day, your request cannot be accepted.**

## 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. Date the pupil was removed from your roll, and  
2. A copy of the school’s notification informing the LA of the pupil’s removal from the school roll, and**

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<sup>3</sup> Establishments that provide alternative provision - including pupil referral units, alternative provision academies and some independent schools - do not have their performance measures published.

**3. An explanation of why they were still showing on roll on 2025 spring (January) census day.**

### **Merge Pupil (independent schools and FE colleges with 14 to 16 provision only)**

As independent schools and FE colleges with 14 to 16 provision do not complete a pupil level annual school census, we create a pupil list based on exam entries data. 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 (found in the pupil CSV file) of the pupil record to be deleted and merged, and**
- 2. Further details about the reasons the pupil records need to be merged.**

### **Not on roll at the time of January census (independent schools and FE colleges with 14 to 16 provision only)**

As independent schools and FE colleges with 14 to 16 provision do not complete a pupil level annual school census, we create a pupil list based on exam entries data. If we have incorrectly listed candidates as being on the school or college roll, you can submit a request to remove these candidates from the calculation of your school or college's performance measures.

#### **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. Evidence to show pupil was not on roll, for example a private candidate.**

### **Permanently Excluded from current school**

If a pupil was permanently excluded from your school **before** the 2025 spring (January) school census date, you can submit a request to remove the pupil from the calculation of your school's performance measures.

**IMPORTANT - If you submit a request to remove a pupil who was permanently excluded after the 2025 spring (January) school census date, this request cannot be accepted.**

Suspensions<sup>4</sup> cannot be accepted as a reason for removing pupils from the calculation of your school's performance measures.

### 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. Proof of permanent exclusion - headteacher notification letter to parent/guardian, and**
- 2. Date of permanent exclusion, and**
- 3. DfE number of the school the pupil went on to, and**
- 4. Explanation detailing why the pupil was recorded on the 2025 spring (January) census, and, if applicable**
5. Evidence of exclusion review outcome.

### Permanently left England

If a pupil has permanently left England **before** the exam period, you can submit a request to remove the pupil from the calculation of your school's performance measures.

### 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. Country the pupil has moved to, and**
- 2. Off roll date, and**
- 3. A copy of the school's notification informing the LA of the pupil's removal from the school roll.**

### Social Care involvement - including police/prison

You can submit a request to remove a pupil from the calculation of your school's performance measures if the pupil's circumstances fit into **one or more** of the following situations **and** you can provide the mandatory evidence.

### Social care involvement

If a pupil has been involved in a recent situation that has required social care involvement that has had a **severe and profound effect on their ability to access education and/or sit all exams.**

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<sup>4</sup> The term suspension is a reference to what is described in the legislation as an exclusion for a fixed period.

## Information/evidence requirements

**IMPORTANT - Schools' internal management information system reports, for example CPOMS, are not deemed to be 3<sup>rd</sup> party/external evidence.**

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

**1. 3<sup>rd</sup> party/external evidence from social services confirming the severe and profound effect that the situation had on the pupil's ability to access education and/or sit all exams, dated in 2025 and before the commencement of exams - this could include social worker reports or multi agency meeting minutes.**

## Police involvement

If a pupil has been involved in a recent situation that has required police involvement and as a result there have been restrictions put in place that have affected the pupil's education, or the situation has had a severe and profound effect on the pupil's ability to access education and/or sit all exams.

## Information/evidence requirements

**IMPORTANT - Your request cannot be accepted without the police report.**

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory Information/evidence cannot be accepted:

- 1. A police report detailing restrictions put in place that prevented the pupil accessing education and/or sitting all exams, and, if applicable**
2. Any other evidence to support this request, for example the effect the crime had on the pupil you wish to remove.

## Prison, remand or secure unit

If a pupil has been detained in prison/remand centre/secure unit for a period of **not less than** 4 months.

If the pupil was sectioned under the Mental Health Act, please submit your request using the '**Terminal/Critical illness**' category.

## 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. **3<sup>rd</sup> party/external evidence from prison/remand centre/secure unit/Ministry of Justice/Police, providing dates spent in prison/remand centre/secure unit, and, if applicable**
2. Any other evidence to support this request, including restrictions put in place which prevented pupil accessing education.

## **Terminal/Critical illness**

Requests **must** be submitted with the appropriate evidence from medical professionals.

**IMPORTANT – We cannot accept requests to remove a pupil which is solely related to a pupil’s SEND status.**

### **Terminal illness**

If a pupil has been diagnosed with a terminal illness you can submit a request to remove the pupil from the calculation of your school’s performance measures.

### **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. **Evidence from medical professional(s) confirming that the illness is terminal.**

### **Critical illness**

If a pupil has a critical illness or condition, diagnosed or under investigation for at least 12 months before commencement of final KS4 exams, that has had a **severe and profound effect on their ability to access education and/or sit all exams**, for example the need for an organ transplant, or severe and ongoing mental illness such as those with psychosis or requiring prolonged in-patient care, you can submit a request to remove the pupil from the calculation of your school’s performance measures.

### **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. **Evidence from medical professional(s), dated in 2025 and before the commencement of exams, confirming the pupil has been unable to access education for prolonged periods of time and/or sit all exams, and**
2. **Evidence from medical professional(s) confirming that the pupil has been under investigation or diagnosed with a critical illness or condition for at least 12 months before commencement of final KS4 exams.**

Please note, in certain situations, you may be able to provide one piece of medical evidence that contains sufficient information to support points 1 and 2 above.

### Recent and life changing illness or injury

If a pupil has had a **recent** diagnosis of a life changing illness or injury, for example a cancer diagnosis or a limb amputation that has had a **severe and profound effect on their ability to access education and/or sit all exams**, you can submit a request to remove the pupil from the calculation of your school's performance measures.

### 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. Evidence from medical professionals, dated in 2025 and before the commencement of exams, confirming pupil has been unable to access education for prolonged periods of time and/or sit all exams.**

### Year group change

You can submit a request to amend a pupil's year group. Please note, end of KS4 is year 11. If you submit a request to amend a pupil's year group to anything other than year 11, they will not be deemed to be at the end of KS4 and will not be included in the calculation of your school's 2024/25 performance measures.

If you submit a request for a pupil aged 15 or over to be recorded as year 10, they will not be treated as being at the end of KS4 in the calculation of your school's 2024/25 performance measures. However, under the 'add-back' rule, they will be reported against your school next year.

If you submit a request to amend a year 11 pupil to year 12 or higher, we will check where the pupil has been published as being at the end of KS4, as pupils cannot 'skip' year 11.

If a pupil appears in your school's 2025 KS4 June checking exercise pupil data but has been previously published at the end of KS4, you can submit a request to change the pupil's year group to year 12, to stop them from being published at the end of KS4 again, regardless of where or when they were previously published.

### 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:

**Year group change to below year 11:**

- 1. Year group the pupil should be moved to, and**
- 2. Explanation of why year group should be changed.**

**Year group change to above year 11:**

- 1. Year group the pupil should be moved to, and**
- 2. DfE number of establishment where pupil was previously reported at end of KS4, and**
- 3. Any other evidence to support this request.**

## Add-back removal requests

If a pupil has been added back to your school, there are certain circumstances when you can submit a request to remove the pupil from the calculation of your school's performance measures:

### Admitted from abroad with English not first language

Please find the evidence/information requirements here: [Admitted from abroad with English not first language](#)

In situations where a pupil has been 'added back' to your school, their first admission to a school in England can be on, or after, 1 September 2021.

### Deceased

Please find the evidence/information requirements here: [Deceased](#)

### Permanently left England

Please find the evidence/information requirements here: [Permanently left England](#)

### Completed KS4 studies this academic year in year 11 at another school

If a pupil has left your roll and completed their year 11 studies elsewhere, you can request to remove them from the calculation of performance measures.

### Information/evidence requirements

**IMPORTANT - The school you request the pupil be moved to must be a school that is published at KS4<sup>5</sup>. Any requests to remove a pupil who has moved to a non-published KS4 school cannot be accepted.**

All information/evidence requirements listed in bold are mandatory and must be provided. Cases submitted without the mandatory Information/evidence cannot be accepted:

**1. DfE number of the school where accountability for the pupil should be transferred to.**

## Key stage 2 results

There were no primary tests and assessments in academic years 2019/20 and 2020/21 due to COVID-19 disruption. You can view previous years KS2 data on Get Information About Pupils (GIAP) via DfE Sign-in.

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<sup>5</sup> Establishments that provide alternative provision - including pupil referral units, alternative provision academies and some independent schools - do not have their performance measures published.

## Further information

If you have a query regarding the pupil data contained on the CYPMD portal, please visit the [CYPMD Help Centre](#) to find contact details for the CYPMD helpline or [send a message](#).

If you have logged into the CYPMD Portal and encounter a technical issue, for example an issue with your school CSV files, please either visit the [CYPMD Help Centre](#) to find contact details for the CYPMD helpline or [send a message](#).

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

## Additional guidance

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

## Key dates

Date	Activity
<b>16 June 2025</b>	The June checking exercise portal opens <a href="#">here</a> .
<b>27 June 2025</b>	The June checking exercise portal closes for submission of amendments and information/evidence. All requests, supporting information/evidence and the school's 'full return summary' must be submitted electronically before the checking exercise closes at 5:00pm.
<b>October 2025</b>	Autumn checking exercise opens.
<b>October 2025</b>	<p>2024/25 secondary school performance measures data (provisional) published here: <a href="#">CSCP</a>.</p> <p>A national statistics publication will be released on the same day showing the latest headline measures for England and key pupil subgroups.</p>
<b>Early 2026</b>	2024/25 secondary school performance measures data (revised) published here: <a href="#">CSCP</a> .

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