



Dear Headteacher/Principal,

### **2025 Key Stage 4 (KS4) June Checking Exercise**

The **2025 KS4 June Checking Exercise** is now open and can be accessed [here](#).

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

- **familiarise yourself with the [2025 KS4 June checking exercise guidance](#) and the supporting information detailed below.** This will ensure that you fully understand the steps required to check your data and, if necessary, request amendments to your school or college's pupil data
- **download your school or college'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. You can refer to the [2025 KS4 June CSV guidance](#) to help you interpret your school or college data. 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 or college does not need to request any pupil amendments**
- **if you do need to request amendments to your school or college's pupil data, you will need to complete all pupil amendments.** Please ensure that you provide the mandatory information/evidence as detailed in the [2025 KS4 June checking exercise guidance](#)
- **submit your school's 'full return summary'.** Once your school or college has made **all** individual pupil amendment requests, a 'full return summary' must be submitted.
  - please refer to the [2025 KS4 June 'How to' guidance](#) or [2025 KS4 June video walkthroughs](#) to ensure that you have a full understanding of when and how the 'full return summary' is submitted if applicable **before** you complete this step
  - more than one user can request amendments to your school or college 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 or college's 'full return summary'

- **keep a copy of the 'full return summary' confirmation email.** Once you have submitted your school or college'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](#) to the CYPMD Helpline and selecting the option 'Other'.

**If your school or college's 'full return summary' is not submitted, individual pupil amendment requests will not be visible and therefore cannot be considered.**

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

The 2025 KS4 June checking exercise will be the only opportunity for all state funded schools, registered independent schools and FE colleges with 14 to 16 provision to check that we have attributed the correct pupils to your school or college to calculate performance measures.

**There will be no facility to make any other type of pupil amendments in the KS4 Autumn checking exercise other than those detailed below. To request:**

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

Requests submitted during the KS4 Autumn checking exercise that should have been submitted in the KS4 June checking exercise will be rejected.

### **Changes since 2024**

There have been some changes made to what schools and colleges are able to do during the 2024 KS4 June checking exercise. A full explanation of these improvements can be found in the [2025 KS4 June checking exercise guidance](#)

- 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 to 'include' a pupil who is already listed in your school data.

- The KS4 June CSV files have been improved to help you interpret your school or college data.
- Situations surrounding the 'Child missing education' pupil removal category have been updated to reflect current legislation.
- The process for submitting your school or college's 'full return summary' on the CYPMD portal has changed.

## Supporting information

To increase the likelihood of pupil amendment requests being accepted we strongly suggest you read carefully all the guidance and supporting information we have provided **before** you request any pupil amendments to your school or college data.

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 pupil removal 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.**

Outcomes of all amendment requests will be available for you to download from the CYPMD portal during the KS4 Autumn checking exercise. All accepted KS4 June pupil amendments will be reflected in the data shared with you during the KS4 Autumn checking exercise and in the provisional performance publication in October 2025.

## CYPMD Communications

Further information about the 2025 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'.

### **Further Enquiries**

If you require any further information, please visit the [CYPMD Help Centre](#).

Yours faithfully

Department for Education