



Department  
for Education

## **Check Your Performance Measures Data**

# **KS2 September Pupil Removal Requests: Tips for Schools**

**April 2026**

## Introduction

**This document is for schools who intend to request the removal of a pupil during the 2026 KS2 September checking exercise.**

Following feedback from stakeholders, this document will focus on the pupil removal categories that either had a low acceptance rate or would benefit from further clarification on information/evidence requirements.

**We have provided visual examples for reference, please note that these have been prepared solely for this document. We are aware that your evidence may look different from our examples, however, these visuals will highlight the key areas we look for in information/evidence.**

If you provide information/evidence for a pupil removal request during the 2026 KS2 September checking exercise that is similar to those described in this guidance it is not a guarantee that a pupil removal request will be accepted.

Please click on one of the following links for further information:

- [general tips for pupil removals](#)
- [social care involvement - including police](#)
- [one or more end of key stage assessments deferred by a year](#)
- [terminal/critical illness](#)
- [permanently left England](#)
- [admitted from abroad with English not first language](#)



## General tips for pupil removals

### ✔ Do:

- read our communications and guidance **before** you request a pupil amendment. Full guidance will be available on the [CYPMD Help Centre](#) prior to the KS2 September checking exercise opening
- use the ‘free text box’ within the CYPMD portal, when available, to describe the pupil’s circumstances/situation, rather than doing this within your 6-page evidence limit. The free text box should be used to describe briefly the pupil’s circumstances/situation, not to repeat information. The evidence should support the narrative/circumstance/situation described in the free text box

### ✗ Do not:

- request pupil amendments during a checking exercise unless the pupil’s circumstances **meet the criteria** of a pupil amendment category in the 2026 KS2 September Checking Exercise Guidance. This will avoid unnecessary burdens on your valuable time
- provide information/evidence of more than 6 pages. Anything more than 6 pages will not be read. The following example shows 2 pages of evidence reduced in size to fit on 1 page. We will count this type of evidence as 2 pages:

 <p>1</p> <p>Beesbury County Council. Working together</p>	 <p>2</p> <p>Beesbury County Council. Working together</p>												
<p>2025-2026 Elective Home Education Notification Form This form is to be completed in full and forwarded to Beesbury Council at <a href="mailto:homeeducation@beesbury.gov.uk">homeeducation@beesbury.gov.uk</a> on the same day.</p>													
School	CYPMD Academy												
Headteacher	A Head												
Child's legal name	Pupil A												
Child's preferred name if applicable	A												
Date of birth	07/02/2015												
UPN	Y159048909												
Address	1 Home Road, Beesbury												
Parent carer who is giving notification of elective home education	Parent A												
Date of removal of pupil from roll	18/12/2025												
Does child have EHCP	Yes/No												
Does child have SEN support	Yes/No												
Additional context	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.</p>												
Date form completed	20/12/25												
Department for Education categorisation													
	<table border="1"> <tr> <td>Permanent exclusion</td> <td></td> </tr> <tr> <td>Philosophical or preferential reason</td> <td></td> </tr> <tr> <td>Physical health</td> <td></td> </tr> <tr> <td>Risk of exclusion</td> <td></td> </tr> <tr> <td>Suggestion/pressure from school</td> <td></td> </tr> <tr> <td>Unknown</td> <td></td> </tr> </table>	Permanent exclusion		Philosophical or preferential reason		Physical health		Risk of exclusion		Suggestion/pressure from school		Unknown	
Permanent exclusion													
Philosophical or preferential reason													
Physical health													
Risk of exclusion													
Suggestion/pressure from school													
Unknown													

## Social care involvement - including police

In 2025 there were 251 pupil removal requests under this category. Of those, **only 9.2%** were accepted and 90.8% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.


### Do:

- provide 3<sup>rd</sup> party/external evidence from **social services, police, or other relevant external body**. This evidence must be provided, narrative from a school alone is not acceptable
- provide at least one piece of evidence dated in **2026 and before the start of KS2 tests (11 May 2026)**
- ensure the information/evidence shows the involvement of social services (if applicable) with the pupil and their family. The information/evidence from social services must describe the situation and how it has had **a severe and profound effect on the pupil's ability to access education and/or sit all KS2 tests (11 May 2026 to 14 May 2026)**
- provide a police report as part of your evidence (if applicable). You will need to provide an explanation in the free text box in the CYPMD portal to support the police report. Your explanation should describe how the involvement with the police has had a **severe and profound effect on the pupil's ability to access education and/or sit all KS2 tests (11 May 2026 to 14 May 2026)**
- use this category to request the removal of a pupil who has been a victim of crime, as well as for a pupil that is involved with the police due to committing a crime. In addition to the police report you must also provide an explanation in the free text box in the CYPMD portal as to how the involvement with the police has had **a severe and profound effect on the pupil's ability to access education and/or sit all KS2 tests (11 May 2026 to 14 May 2026)**


### Do not:

- submit a removal request without 3<sup>rd</sup> party/external evidence, school narrative alone is not acceptable
- cut and paste various reports which means the authenticity of a report is not verified, for example no header, no date on each page and different documents merged together

Here are some visual examples:



3<sup>rd</sup> party/external evidence from social services.



Beesbury County Council. Social Services


Record of Strategy Discussion			
Details of Child: Pupil A			
Family Names	Pupils	Given Name	A
Actual DOB	07/02/2015	Gender	N/K
Ethnicity	White British	Primary Language	
Record of Strategy Discussion Dates			
Date Referral Received	10/05/2024		
Strategy Discussion Planned Date	02/04/2026		
Strategy Discussion Due Date	02/04/2026		
Strategy Discussion Actual Date	02/04/2026		
Meeting Details			
Meeting Type	Child Protection strategy meeting		
Planned Meeting date 4/04/2026	Actual Meeting Date 04/04/2026		
Meeting Duration			
Attendees: Beesbury Social Services, Beesbury Police, Beesbury Primary School, Beesbury Local Authority			
Record of Strategy Discussion			
<p>Pupil A was subject to an Emergency Protection Order (EPO) in January 2026, this was put in place following a series of serious disturbances at the family home. Pupil A's family are well known to the police and Beesbury Social Services, there has been numerous instances where Pupil A has been placed in emergency care following domestic violence.</p> <p>The last incident in January resulted in the EPO being put in place as police attended the family home following concerns raised by neighbours. Pupil A was admitted to hospital for injuries, his father was arrested and is subject to formal charges. Pupil A's mother is unable to care for him due to her own mental health, she has been sectioned and is currently receiving the appropriate medical care. She does not wish to care for Pupil A and she would like to be with her husband once they have received support for their alcohol and drug abuse.</p> <p>Pupil A was initially living with a temporary foster family where he was placed in January as he has no other blood relatives. Due to on-going problems with Pupil A's physical and mental health they have been unable to attend school since January and is not well enough to engage with Beesbury Primary School to continue his education.</p> <p>This meeting was called to discuss Pupil A's ongoing care and it was agreed that they will remain in care indefinitely. We will convene again once Pupil A's medical consultant agrees they are well enough to discuss their future. We have been advised that this will not be until summer 2026 at the earliest.</p>			

Dated in 2026 before commencement of KS2 tests.

Clear description of situation and how it has impacted pupil's ability to access education and/or sit all KS2 tests.

X

Not 3<sup>rd</sup> party/external evidence.  
Internal narrative from a school  
alone is not sufficient.



CYPMD Academy, 20 Street Road, Cambs, CB7 8DR  
Headteacher: Mr Smith

Record of Discussion Parental Meeting			
Details of Child Pupil A			
Family Names	Pupil	Given Name	A
Actual DOB	07/02/2015	Gender	Not Known
Ethnicity	White British	Primary Language	English
Record of Discussion Dates			
Date Referral Received	10/05/2018		
Discussion Planned Date	02/02/2023		
Discussion Due Date	02/02/2023		
Discussion Actual Date			
Meeting Details			
Meeting Type			
Planned Meeting date	4/02/2023	Actual Meeting Date	04/02/2023
Meeting Duration			
Attendees: Pastoral care, Pupil A's parents, and Mr Smith Headteacher			
Record of Strategy Discussion			
Pupil A enjoys going to school and is attending well. Social services have confirmed that their support for Pupil A is no longer needed and we agreed that Pupil A will attend school on a full time basis.			

Date criteria not met. Not dated in 2026.

Information/evidence does not show that involvement with social services has had a severe and profound effect on the pupil's ability to access education and/or sit all tests.



**Beesbury Police Service – Custody Record / Bail Report**

Report Type: Bail Grant with Restrictions

Date: 14 April 2026

Location: Beesbury Police Service – Central North BCU

Report Reference: MPS/CN/BR-2026-11472

**1. Suspect Details**

Name: Pupil A. Date of Birth: 12 June 2015. Gender: Not Known. Nationality: British

Address: 24 Example Road, Beesbury, N5 3AB

**2. Offence Details**

Alleged Offence: Public Order Offence – Section 4A Public Order Act 1986 (Intentional Harassment, Alarm or Distress)

Offence Date: 12 April 2026

Location of Incident: Near Brookside Primary School, Beesbury

Arresting Officer: PC Katy Catch, Warrant No. 228463

**3. Grounds for Arrest**

The suspect was arrested after reports of aggressive and threatening behaviour directed at a member of staff outside Brookside Primary School. Multiple witnesses provided statements describing conduct likely to cause alarm or distress.

**4. Interview Summary**

The suspect was interviewed under caution on 13 April 2026, accompanied by a duty solicitor and appropriate adult.

- The suspect denied the offence.
- Provided a prepared statement claiming the incident was a "misunderstanding."
- Declined to answer further questions.

**5. Bail Decision**

Bail Granted: Yes

Return Date: 28 May 2026 at 10:00

Return Location: Central North – Custody Suite

**6. Bail Conditions**

1. Not to contact directly or indirectly any staff member, student, or parent associated with Brookside Primary School.
2. Not to enter or go within 200 metres of Brookside Primary School, Beesbury.
3. Not to attend any educational establishment grounds within the Beesbury area unless authorised in writing by police.
4. To reside at the address recorded above and notify police of any change within 24 hours.
5. To surrender to police at the designated return date and time.

**7. Officer Authorising Bail**

Custody Sergeant: Sgt P Catch

Warrant No.: 567892

Signature: \_\_\_\_\_

Date: 14 April 2026

Date requirements met. We can see the pupil's current situation.

Details restrictions on pupil's ability to access education and/or sit all KS2 tests.



POLICE INCIDENT REPORT

Date of Report: 26 May 2026

Person Involved: Pupil A

Contact Information: 1 Beesbury Lane, Beesbury DL9 999

Incident Details:

Pupil A was found in the local park with a group of youths using foul language, this was not acceptable and was advised to move away from the area. No further action required.

Date of Incident 25 May 2026

Time: 14:30pm

Location: Beesbury Park

Type of Incident: Public order offence

Report is dated after the start of KS2 tests.  
Evidence does not meet date requirements.

No details of restrictions on pupil that affected their ability to access education and/or sit all KS2 tests.

## One or more end of key stage assessments deferred by a year

In 2025 there were 16 pupil removal requests under this category. Of those, **only 12.5%** were accepted and 87.5% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.



 **Do:**

- provide confirmation from the headteacher that the pupil will be reassessed in 2027

 **Do not:**

- request the removal of a pupil if you cannot provide the headteacher's confirmation that the pupil will be reassessed in 2027
- request the removal of a pupil who is SEND and working below the standard of the KS2 tests

Here is a visual example:



Beesbury Primary School

Criteria met. Confirmation from the headteacher confirms that the pupil will be reassessed

Record of Parental Meeting	
Headteacher	Miss P Pod
Child's legal name	Pupil A
Child's preferred name if applicable	A
Date of birth	07/02/2015
UPN	Y123456789
Address	5 Hive Lane Beesbury
Parental Contact	Mrs Pupil
Does child have EHCP	No
Attendees	Mrs Pupil, A Pupil, Miss P Pod (HT), Mr I Smile (Pastoral Care)
Date of Meeting	9/2/2026
<p><b>Record of meeting:</b>                      Mrs Pupil was invited into school to discuss Pupil A's recent attendance and behaviour in school. We also discussed Pupil A's ongoing difficulty to concentrate in lessons. After hearing all of Mrs Pupil's concerns and reviewing Pupil A's academic performance so far in year 6 we agreed that Pupil A will not be registered for KS2 tests in May.                      It was also agreed that Pupil A will sit year 6 again with an aim to sit their KS2 tests next year.</p>	
<b>Date</b>	9/2/2026
<b>Name/Position</b>	Mr I Smile/Pastoral Lead

## Terminal/Critical illness

In 2025 there were 98 pupil removal requests under this category. Of those, **only 21.4%** were accepted and 78.6% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.

### Do:

- provide 3<sup>rd</sup> party/external medical evidence on official headed paper and (electronically) signed by a medical professional/s clearly showing their name and job title
- provide at least one piece of evidence dated in **2026 and before the start of tests (11 May 2026)**. The evidence must clearly show the severity of the impact that the illness/injury has had on the pupil and their ability to access education and/or sit all KS2 tests (**11 May 2026 to 14 May 2026**) This evidence must be provided, narrative from a school alone is not acceptable

### Do not:

- submit a removal request without 3<sup>rd</sup> party/external medical evidence
- provide sections of 3<sup>rd</sup> party/external medical evidence if the sections do not clearly show the impact that the illness or injury has had on the pupil and **their ability to access education and/or sit all KS2 tests (11 May 2026 to 14 May 2026)**
- request the removal of a pupil who has suffered from a **short-term illness** (for example, if the pupil has suffered from a viral infection and has been absent from school for up to a month)
- request the removal of a pupil who is receiving SEN support due to their disability, illness, or injury **unless** the pupil has been diagnosed with **an additional unrelated illness/injury**
- request the removal of a pupil who has an illness or injury that is managed on a daily basis and the pupil **is able to access education**

Here are some visual examples:

**NHS Beesbury**

University Hospital Beesbury  
Acute Paediatrics, Level 12,  
CYPMD University Hospitals Beesbury NHS Trust  
Hospital Road  
Beesbury  
BB6 8DH

12 March 2026

Re: Pupil A, DOB - 07/05/2015 13 Street Road, Beesbury, BB4 8HN

This patient was reviewed in outpatients today following their diagnosis of leukaemia in April 2025.

GP Requested Actions: BEESBURY MEDICAL CENTRE

Diagnosis:

I am writing today to confirm that Pupil A, their parents and I have discussed their ongoing treatment plan. Pupil A has completed their chemotherapy sessions and we are now advising that they continue with regular chemotherapy medicine in injection form which will be administered by the cancer nurse specialist.

Pupil A is still too ill to continue their education and their school will be advised of this, we do not anticipate this changing within the next 3 months

Yours sincerely

Consultant Paediatric Oncologist

Third party/external evidence.

Medical evidence is dated in 2026 before the start of the KS2 tests. Evidence also shows that pupil has been under investigation for at least 12 months.

Narrative describes illness and impact on pupil's ability to access education and/or sit all tests.



NHS Beesbury

University Hospital Beesbury  
Diabetes and Endocrinology Service  
Level 4,  
CYPMD University Hospitals Beesbury NHS Trust  
Hospital Road  
Beesbury  
BB6 8DH

12 April 2026

Re: Pupil A, DOB - 07/05/2015 13 Street Road, Beesbury, BB4 8HN

This patient was reviewed in outpatients today following their diagnosis of Type Two Diabetes in January 2026.

I am writing today to confirm that Pupil A, their parents and I have discussed their ongoing treatment plan. Pupil A is to continue with their prescribed insulin dose, they are now confident in checking their blood glucose levels independently and have learnt to recognise when their insulin levels may be too low.

We also discussed Pupil A's education, they are enjoying school and have been attending regularly, they will continue to be supported in school to manage their diabetes.

I have agreed to see them again in another six months.

Yours sincerely

Consultant Endocrinologist

Narrative confirms that the pupil is attending school and is managing his condition. There are no grounds for removal demonstrated.



Narrative confirms that the pupil is attending school and is managing his condition. There are no grounds for removal demonstrated.

## NHS Beesbury

University Hospital Beesbury  
Child and Adolescent Mental Health Services (CAMHS)  
Level 6,  
CYPMD University Hospitals Beesbury NHS Trust  
Hospital Road  
Beesbury  
BB6 8DH

12 April 2026

Re: Pupil A, DOB - 07/05/2015 13 Street Road, Beesbury, BB4 8HN

Pupil A attended outpatients today with their parents to see me about their ongoing treatment for anxiety.

Having reviewed and discussed Pupil A's latest assessment, I am writing today to confirm that we have agreed that Pupil A will continue to attend school on a part time basis.

Pupil A wishes to sit their KS2 tests which I support as they are managing their anxiety well and have been studying in preparation. To help Pupil A during the test period I recommend that they sit their tests separately with the appropriate supervision in a quiet area. This will support Pupil A to take their tests in addition to the extra time they have already been granted by the school.

I have agreed to see them again in another six months.

Yours sincerely

Consultant Psychiatrist

## Permanently left England

In 2025 there were 16 pupil removal requests under this category. Of those, 37.5% were accepted and 62.5% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.



### **Do:**

- ensure that the pupil was removed from roll **before the start of KS2 tests (11 May 2026)**
- provide a copy of the confirmation from your school to the LA (if your LA has an online system for this type of notification, screen prints can be provided)

### **Do not:**

- request the removal of a pupil who was removed from roll **after the start of the KS2 tests (11 May 2026)**
- request the removal of a pupil without providing your school's confirmation to the LA that the pupil has been removed from school roll

Here is a visual example:

Beesbury County Council. Working together

Date requirements met.  
Pupil left England  
before 11 May 2026.

School / Academy name	CYPMD Academy
DfE Number	9999999
MIS System used by the school eg SIMS, Arbor etc	SIMS
Pupil legal first name	A
Pupil legal surname	Pupil
Date of Birth	07/05/2015
Year Group	6
Has the child previously been reported as CME?	No
Is the child previously / currently known to Children's Social Care?	No
New address: Is the pupil moving house/have they already moved?	Yes Date of address update: 6/01/2026
<i>Please provide address details: This information <b>must</b> be provided, or the form will be returned. If you have <b>confirmed</b> that the address is not changing, please enter the current address details here.</i>	27 Home Street Lagos Nigeria
Parent / Carer's legal first name	Mrs
Parent / Carer's legal surname	Pupil
Telephone number(s)	N/K

**Pupil Residency**  
You must confirm the pupil's new address and the details of all parents/carers who will reside at the same address as the child.

**Transfer Details**  
A child can only be removed from school roll if regulation 8 of The Education (Pupil Registration) (England) Regulations 2006 has been met.  
It is illegal to remove a child from roll unless one of these circumstances apply.  
Not complying with these legal requirements might constitute a failure to take reasonable actions to protect a child.

Date taken off Roll	Please note, the pupil's leaving date must reflect the actual date of removal from roll, it is considered unlawful to backdate a leaving date.  Date: 6/1/26
Reason for removal (please choose only one reason) Please refer to "Removing Pupils from School Roll – Guidance for Schools"	8(1)(c): No longer ordinarily resident at a place which is a reasonable distance from the school ** Please note: * If the pupil is removed from roll to be home educated, please complete an EHE1 form (available on SchoolsWeb or by emailing <a href="mailto:homeed@beesburyLA">homeed@beesburyLA</a> ) ** If the pupil is removed from roll due to moving away (but has not yet started at a new school), please confirm the move with the new LA before removing, or refer the pupil to CME for follow up (please use the online CME referral form - on SchoolsWeb or the Beesbury LA CME webpages <b>Children missing education</b> ) <b>Beesbury.LA</b>
Name	L Authority
Role	Pupil Monitoring

## Admitted from abroad with English not first language

In 2025 there were 5,818 pupil removal requests under this category. Of those, 93% were accepted and 7% were rejected.

Here are some recommendations when submitting a pupil removal request under this category.

### Do:

- request the removal of a pupil who has arrived from abroad and their first admission to a school in England **was before 1 September 2023**, if you can provide information/evidence to show exceptional circumstances such as the pupil having no formal education prior to arriving in England, or arrival as part of a resettlement scheme, and the pupil's first language is not English

### Do not:

- request the removal of a pupil if your school/college census return shows that the pupils first language is English
- request the removal of a pupil if English is an official language of their country of origin
- request the removal of a pupil if the pupil's first admittance to an English school **was before 1 September 2023** and you cannot provide information/evidence of exceptional circumstances

Here are some visual examples:

 Acceptable evidence, although date criteria not met, exceptional circumstances are demonstrated. Pupil was part of a resettlement scheme and has not been in education since July 2023.



**Vegetable Resettlement Scheme**

No 1 My Place Road  
England  
EFG 8HI  
www.CYPMD.example  
7 June 2023

Please keep it in a safe place. It is proof that you can now travel to Beesbury, England

Dear Pupil A

Application reference number (ABC): 12345abcde6

Passport number: 12345678

Thank you for your application to join the Ukraine resettlement scheme you can now travel to Beesbury England.

You must show this letter, along with your passport, to whoever you travel with, and you can save it to your phone for reference.

At the UK border:

When you arrive at the UK border, please show this letter to a resettlement officer, along with your passport.

Once the border checks have been approved, you can travel to Beesbury England.

After you arrive in Beesbury:

The stamp on your passport provides access to support that you and your family may need. It is proof that you can go to school in Beesbury and access public services.

We look forward to welcoming you in Beesbury.

Yours sincerely

UK Visas and resettlement Control




**Student profile on Beesbury Secondary School's MIS:**

Pupil A entered the UK on 7 August 2023. Prior to this Pupil A was living in Ukraine.

Pupil A originates from part of Ukraine which has been extensively bombed. Pupil A's family had to leave their home, this has caused understandable emotional distress and resulted in a place on the Ukraine resettlement scheme. Pupil A has been living in temporary accommodation until arriving in Beesbury on 22 September 2024. Pupil A has not attended school since leaving the Ukraine.

	Form: Bee House	
	Year: Year 5	
	Date of Birth: 7/2/2015	
	Mother: Mrs Pupil	Academic Year: 2024/2025
	Date joined roll: 22/9/2024	View: All Sections

Beesbury Secondary School  
Current Enrolment: 29 September 2024



**Student profile on Beesbury Primary School's MIS:**

Date requirement met pupil entered UK on 2 September 2024. However, pupil has arrived from New Zealand which is not a permitted country.

Pupil A entered the UK on 2 September 2024. Prior to this Pupil A was living in New Zealand.

Pupil A originates from New Zealand, their first language is Māori (te reo). Pupil A and their family have relocated to Beesbury and this is the first school in England Pupil A has attended.

Pupil A	
Form	Bee House
Year	Year 6
Date of Birth	7/5/2015
Mother	Mrs Pupil
EAL Disadvantaged Disadvantaged (Ofsted 2023) FSM	
Academic Year	2024/2025
View	All Sections

Beesbury Primary School

Current Enrolment 23 September 2024

## Further information

The [CYPMD Help Centre](#) is the main source of information for the CYPMD service.

The [CYPMD Help Centre](#) will be updated on a regular basis to provide important information for schools regarding the 2026 KS2 September checking exercise.

In advance of the checking exercise opening, the [CYPMD Help Centre](#) will have all the guidance your school will need to check your data. You should read all associated guidance that we provide in full **before** you check your school data and request any amendments.

We are asking you to check the [CYPMD Help Centre](#) regularly for updates and save this link to your favourites for future ease of access.

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

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email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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