



Department  
for Education

## **Check Your Performance Measures Data (CYPMD)**

# **2026 KS4 June checking exercise**

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

**May 2026**

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## Summary

**It is very important that you read this guidance carefully.**

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.

In this guidance:

- where we use the term 'school', we mean any establishment that is eligible to engage with the key stage 4 (KS4) June checking exercise
- where we say 'pupil', we recognise that FE colleges with 14 to 16 provision refer to their learners as students
- where we refer to the exam period, this is 7 May 2026 to 23 June 2026, please see here: [Ofqual Guidance](#) for further information
- where we refer to the 2026 spring census day, this was 15 January 2026, please see here: [Census Dates Guidance](#) for further information
- where we use the term 'checking exercise', we mean 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

## Expiry or review date

This guidance will next be reviewed ahead of the 2027 KS4 June checking exercise.

## 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.

The 2025/26 KS4 performance measures will report achievements of pupils who have completed their KS4 studies in the 2025/26 academic year. This may include qualification results achieved in earlier academic years, for example 2024/25.

The 2025/26 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 2025/26.

In addition to this, we announced in our [response](#) to the final report of the [Curriculum and Assessment Review](#), that with effect from the 2025/26 academic year, we will remove English Baccalaureate (EBacc) headline and additional measures.

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

## Changes since 2025

1. You can now request to 'add' a pupil in the [KS4 Checking Exercise Portal](#) rather than via an online form. Page 13 of this guidance provides further information.
2. There have been some improvements to the 'Merge pupils' amendment category. Page 21 of this guidance provides further information.
3. Circumstances surrounding the 'Child missing education' pupil removal category have been updated to reflect current legislation. Page 18 of this guidance provides further information.
4. We have enhanced the available 'add-back' removal options. Page 29 of this guidance provides further information.
5. The process for submitting your school's 'full return summary' during this checking exercise has been improved. There are now additional prompts and clearer wording within the [KS4 Checking Exercise Portal](#) to provide further clarity on when and how a 'full return summary' should be submitted (if applicable). Please refer to the 'How to' guide or the video walkthroughs for step-by-step instructions, these will be available in early June on the [CYPMD Help Centre](#).
6. CSV files are now ordered alphabetically by surname.

## Action your school needs to take

This checking exercise will open on **Monday 15 June 2026** and close at **5:00pm on Friday 26 June 2026**. You can access the checking exercise here: [KS4 Checking Exercise Portal](#).

This checking exercise will be the **only** opportunity for all school types to check that we have attributed the correct KS4 pupils to your school for the purpose of calculating provisional performance measures.

You are advised to access the [KS4 Checking Exercise Portal](#) on **'day one'** of this **checking exercise**. Evidence shows us that many schools wait until the last few days of a checking exercise to do this. If you need to contact the CYPMD Helpline about your pupil data, you need to do this **as soon as possible once this checking exercise has opened** in case you are required to take any action within the [KS4 Checking Exercise Portal](#) before **5:00pm on Friday 26 June 2026**.

**Your school should take the following action by 5:00pm on Friday 26 June 2026:**

- **familiarise yourself with the [KS4 June Pupil Removal Requests: Tips for Schools and Colleges](#)**, which we shared with you in April, and the **'How to' guide or the video walkthroughs** which will be available from early June on the [CYPMD Help Centre](#). This will ensure that you fully understand the steps required to check your data and, if necessary, request pupil amendments
- **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 2026 and your revised data published in early 2027. If you think your pupil list is incorrect, please raise relevant pupil amendments to request to add, include or remove a pupil in the [KS4 Checking Exercise Portal](#)
- 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, you will need to complete all pupil amendments and ensure that you provide the mandatory information/evidence. Further information/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.
  - you should refer to the 'How to' guide or video walkthroughs 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, but **by 5pm on Friday 26 June 2026**, 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](#) to 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 pupil amendments or amend any requests already made

## CYPMD Help Centre

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

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

You should save the [CYPMD Help Centre](#) to your favourites for future ease of access.

## KS4 checking exercises

This checking exercise will be the **only** opportunity to check that we have attributed the correct KS4 pupils for the purpose of calculating 2025/26 provisional performance measures. **All school types should participate in this 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 removal 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 2026 KS4 Autumn checking exercise will have no other pupil removal functionality. **All other pupil amendment requests must be made during this checking exercise.**

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

## Closed schools

To ensure that the correct institution is held accountable for a particular year's performance measures, 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. If a school closed and reopened with a new LA Establishment number, we class these as a 'fresh start' for accountability purposes.

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

KS4 provisional performance measures and associated national statistics will be published in October 2026. Relevant revisions to these will be published later, e.g., school performance measures reflecting amendment requests accepted as part of the 2026 KS4 Autumn checking exercise will be published in early 2027.

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 2026 spring census (15 January 2026).

### 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). The NOR figure is used as the denominator when calculating percentage-based performance measures.

An exception is made if the number of pupils listed due to exam entries data is greater than the NOR census total. 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. Please refer to your school's SLASC return to view your school's NOR.

**IMPORTANT - there is no facility to amend errors on SLASC returns during the KS4 June checking exercise. You can refer to page 10 of the following guidance for further information: [School level annual school census: registered independent schools](#).**

### 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

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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 2025 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 2025/26 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 2025 KS4 June checking exercise, and this request was accepted, these pupils will not be 'added back' to your school this year.

If, during this 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 school's pupil list

You can view and download CSV files in the [KS4 Checking Exercise Portal](#) to check the pupils attributed to your school.

If there is no data to share with a school, there will be no CSV file links displayed on the [KS4 Checking Exercise Portal](#).

You can download up to two CSV files:

- **'pupil included'** CSV file which contains 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 2026 spring census day (15 January 2026), 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 made further improvements to these CSV files, pupil data is now ordered by surname alphabetically, this will make it easier for you to locate a particular pupil.

We recommend you download and check 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 early June to help you interpret the CSV files.

### Mobile pupils

Pupil mobility is only calculated for state funded schools. 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 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 later in the year.

**If you do not need to request to add, include or remove a pupil during this checking exercise, you can skip to page 31 of this guidance document.**

## 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 during this checking exercise in the [KS4 Checking Exercise Portal](#).

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

We will not accept an inclusion request for a pupil whose year group has been adjusted to year 12, as a pupil can't be reported in published performance measures data twice.

## Adding an unlisted pupil

You can request to add a pupil during this checking exercise in the [KS4 Checking Exercise Portal](#).

**IMPORTANT** – before requesting the addition of a pupil, you should check your school's pupil CSV files to ensure that the pupil you wish to add **is not listed** in either of your school's CSV files.

Do not request the addition of a pupil who **is not** at the end of KS4 (not in year 11) and has not sat exams this year. You should only add a pupil who you wish to be held accountable for in this year's published performance measures.

### Information requirements

Please provide the following information. It is important you provide sufficient information about the pupil, otherwise we will be unable to add the pupil to your school:

1. Forename
2. Surname
3. Date of birth
4. Sex
5. UPN
6. Admission date
7. SEN status
8. Year group
9. An explanation confirming why this pupil should be added to your school's performance measures data.

## Pupil removal requests and information/evidence requirements

Each pupil removal category contained in this guidance requires some information or evidence to be provided to support a request. Evidence or information requirements are reviewed annually to ensure they remain appropriate for each removal category and that their collation is reasonable for schools.

For 2026, we have produced **a new document** that focuses on the pupil removal categories that either had a low acceptance rate or were identified as benefiting from further clarification on information/evidence requirements. If you wish to request the removal of a pupil, **we strongly recommend** that you read the **KS4 June Pupil Removal Requests: Tips for schools and Colleges** document **before** you make any pupil removal requests.

### Information/Evidence

All requests and information/evidence must be submitted by **5.00pm on Friday 26 June 2026**. To increase the likelihood of a pupil removal request being accepted, we have listed below examples of best practice when providing information/evidence for a request (when applicable):

#### **Do:**

- provide information/evidence in **PDF format**, other file types are not supported
- use the 'free text box' within the KS4 Checking Exercise Portal to briefly describe the pupil's circumstances/situation, rather than doing this within your 6-page information/evidence limit. The evidence should support the narrative, circumstances or situation described in the free text box.
- ensure that the information/evidence provided is clear and concise and **meets the criteria** described in the relevant pupil removal category
- ensure that the information/evidence **meets the date requirements** stipulated in the pupil removal category (where applicable)
- ensure that supporting documentation is from third party/external sources where appropriate to the case, for example social workers, LA, medical professionals or police

#### **Do not:**

- request pupil amendments during a checking exercise unless the pupil's

circumstances **meet the criteria** of a pupil amendment category. 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.
- compare decisions received on a particular pupil amendment request with other requests, as each request is considered on a case-by-case basis

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.

As part of the moderation process, we may also carry out internal data checks.

The DfE decision is final, and due to the volume of pupil amendments we receive, we are unable to provide individual feedback to schools on decisions.

## **Pupil removal categories**

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 will not be accepted in the following circumstances:**

- a pupil suffered 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)
- 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 can access education and sit exams
- a pupil is a non-attender<sup>1</sup>
- 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)

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

**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 pupils](#)
- [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)**

### **Criteria**

If your school has admitted a pupil who has been permanently excluded from another state funded school **after 1 September 2024** you can request to remove this pupil from the calculation of your school's performance measures. For tips and visual examples, please read the [KS4 June Pupil Removal Requests: Tips for schools and Colleges](#) document.

**IMPORTANT** - If you submit a request to remove a pupil who was permanently excluded before 1 September 2024, this request will be rejected.

### **Information/evidence requirements**

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence will be rejected:

- 1. DfE number of the excluding school, and**
- 2. Date of exclusion (this must be after 1 September 2024), 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

### Criteria

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 an official language of their country of origin and
- their **first** admission to a school in England was **on, or after, 1 September 2023**

While we appreciate that not all children speak the official language of their country of origin, a request will be rejected if the child's country of origin reports that English is an official language, or internal data checks confirm that the pupil's first language was listed in the 2026 spring census (15 January 2026) as English.

For ease of reference, a list of countries can be accessed here: [2026 Removal Requests - Countries List](#) indicating if a request to remove a pupil who has recently arrived from abroad is likely to be accepted or rejected (subject to all other conditions being met). For tips and visual examples, please read the [KS4 June Pupil Removal Requests: Tips for schools and Colleges](#) document.

**IMPORTANT** - If a pupil has arrived from abroad and their first admission to a school in England was before 1 September 2023, 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 this category.

### Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence will be rejected:

- 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 you want us to consider exceptional circumstances for a pupil's removal**, in addition to the mandatory information above **you will need to supply** the following additional evidence (where applicable):

6. Brief education history including names and dates of all schools attended before arrival in England (if known),
7. Education history since arrival in England including 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

### Criteria

A child missing education is a child of compulsory school age who **is not registered** at a school **and is not** receiving suitable education otherwise than at a school.<sup>2</sup>

**IMPORTANT** – If a pupil is registered at a school, but they are persistently or severely absent from that school **they are not classed as a child missing education**. This would be classed as **non-attendance which is not grounds for removal**.

A pupil's name can only ever be deleted for a legitimate reason set out in Regulation 9 of [The School Attendance \(Pupil Registration\) \(England\) Regulation 2024](#). Removing a pupil's name outside those grounds would be unlawful. Specific timescales are not included in guidance because the individual circumstance for each child varies.

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

- **not returned following a leave of absence**, joint reasonable enquiries (by the school and LA) have failed to establish the pupil's location and circumstances or have succeeded but led the school and LA to agree that there are no reasonable grounds to believe that the pupil will attend the school again, and the pupil has been deleted from roll under Ground H (regulation 9(1)(h) of the School Attendance (Pupil Registration) (England) Regulations 2024) after the 2026 spring census, or
- **been continually absent from school for 20 school days**, joint reasonable enquiries (by the school and LA) have failed to establish the pupil's location and circumstances or have succeeded but led the school and LA to agree that there are no reasonable grounds to believe that the pupil will attend the school again, and the pupil has been deleted from roll under Ground I (regulation 9(1)(i) of the School Attendance (Pupil Registration) (England)

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<sup>2</sup> A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March. If they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach 16.

Regulations 2024) after the 2026 spring census

## Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence will be rejected:

- 1. Date the pupil was deleted from your roll, and**
- 2. Evidence from the LA and school showing that they have worked jointly to conduct reasonable enquiries to ascertain the location and circumstances of the pupil, as described in the [Children missing education: statutory guidance for local authorities and schools - GOV.UK](#), including confirmation of the date the LA was informed of removal from roll. This could include a completed joint LA/school CME checklist.**

## Deceased

### Criteria

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 criteria<sup>3</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. For tips and visual examples, please read the [KS4 June Pupil Removal Requests: Tips for schools and Colleges](#) document.

We are aware that in some circumstances an LA may have asked for a pupil to be placed on roll at a school to release funding for a placement at a specialist or

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<sup>3</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.

alternative provision school. If this is the case and the pupil **has never attended your school**, you will need to provide evidence from the LA confirming this situation.

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

### Moved school criteria

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

### Important information when making dual registration or moved school requests:

- you should collaborate with the school the pupil has moved to or is dual registered at, as this school must make an 'add/include pupil' request during the June checking exercise. Any requests to 'add/include' this pupil elsewhere after the June checking exercise will be rejected
- the school you request accountability be transferred to must be a school that is published at KS4. Any requests to remove a pupil who has moved to a non-published KS4 school will be rejected<sup>4</sup>

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<sup>4</sup> Establishments that provide alternative provision (AP), including pupil referral units, alternative provision academies and some independent schools, do not have their performance measures published, so the pupil and their results will count back to either the mainstream school or the non-hospital special school where they were on roll at the time of the 2026 spring census (15 January 2026)

- we will reject a pupil removal request made in the 'Dual registration/moved school' category **without** the pupil being 'added/included' elsewhere during the June checking exercise

### Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence will be rejected:

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

## Elective Home Education

### Criteria

If a pupil has left your school to be electively home educated **before** the 2026 spring census day (15 January 2026), you can submit a request to remove the pupil from the calculation of your school's performance measures. For tips and visual examples, please read the [KS4 June Pupil Removal Requests: Tips for schools and Colleges](#) document.

**IMPORTANT** - If you submit a request to remove a pupil who left your school to be electively home educated after 2026 spring census day (15 January 2026), your request will be rejected.

### Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence will be rejected:

- 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**
- 3. If applicable, an explanation of why they were still showing on roll on 2026 spring census day (15 January 2026).**

## Merge Pupils

### Criteria

All schools can now request to merge an '**included**' pupil's record with another pupil's record (who is either 'included' or 'non-included') attributed to their performance measures data.

If we have incorrectly listed duplicate pupil records 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 will be rejected:

- 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)

#### Criteria

For independent schools and FE colleges with 14 to 16 provision, pupils are allocated to a school or college based on exam data collected from awarding organisations and information from the ILR. 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 will be rejected:

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

### Permanently excluded from current school

#### Criteria

If a pupil was permanently excluded from your school **before** 2026 spring census day (15 January 2026), 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 2026 spring census day (15 January 2026), this request will be rejected.

Suspensions<sup>5</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 will be rejected:

- 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 (if this is not known please use '000000' for the DfE number when requesting the pupil removal within the checking exercise portal), and**
- 4. Explanation detailing why the pupil was recorded on 2026 spring census day (15 January 2026), and, if applicable**
5. Evidence of exclusion review outcome.

### Permanently left England

#### Criteria

If a pupil has permanently left England **and has been removed from your school roll before** the exam period, you can submit a request to remove the pupil from the calculation of your school's performance measures. For tips and visual examples, please read the [KS4 June Pupil Removal Requests: Tips for schools and Colleges](#) document.

**IMPORTANT** – If a pupil has permanently left England and has been removed from your school roll after the start of the exam period (7 May 2026), this request will be rejected.

Information/evidence must contain the school's notification to the LA of the pupil's removal from roll.

### Information/evidence requirements

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence will be rejected:

- 1. Country the pupil has moved to, and**
- 2. Off roll date, which must be before 7 May 2026, and**

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<sup>5</sup> The term suspension is a reference to what is described in the legislation as an exclusion for a fixed period.

**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

### Criteria

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. For tips and visual examples, please read the [KS4 June Pupil Removal Requests: Tips for schools and Colleges](#) document.

### Social care involvement

You can request the removal of a pupil if that pupil has been involved in a recent or ongoing situation that has required social care involvement which has had a **severe and profound effect on their ability to access education (in school or online) and/or sit all exams**.

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

Evidence from social services or other external relevant agency **must** be dated in **2026 and before commencement of exams**.

The evidence should clearly show the **circumstances and effect** the intervention/involvement from social services had on the pupil and their education (in school or online).

### Information/evidence requirements

**IMPORTANT** - 3<sup>rd</sup> party/external evidence **must** be provided, school/college narrative alone is not acceptable.

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence will be rejected:

**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 (in school or online) and/or sit all exams, dated in 2026 and before the commencement of exams (7 May 2026), 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 ability to access education (in school or online), or the situation has had a severe and profound effect on the pupil's ability to 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 will be rejected:

- 1. A police report detailing restrictions put in place that prevented the pupil accessing education (in school or online) 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

You can request a removal if the 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 will be rejected:

- 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 (these dates must add up to 4 months or more in total), and, if applicable**
2. Any other evidence to support this request, including restrictions put in place which prevented pupil accessing education (in school or online).

## Terminal/Critical illness

We will reject requests to remove a pupil where these are **solely related** to a pupil's SEND status.

3rd party/external medical evidence **must** be provided from a health professional, narrative alone from a school/college is not acceptable.

If evidence provided from a medical professional does not meet the date requirement, the request will not be accepted.

The evidence should clearly show how the illness/injury **impacted the pupil** and their education (in school or online). For tips and visual examples, please read the [KS4 June Pupil Removal Requests: Tips for schools and Colleges](#) document.

### Terminal illness criteria

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 will be rejected:

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

### Critical illness criteria

If a pupil has a critical illness or condition, diagnosed or under investigation for at least 12 months before commencement of KS4 exams (7 May 2026), 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 will be rejected:

- 1. Evidence from medical professional(s), dated in 2026 and before the commencement of exams (7 May 2026), confirming the pupil has been unable to access education (in school or online) 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 KS4 exams (7 May 2026).**
-

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 criteria

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 (in school or online) 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 will be rejected:

**1. Evidence from medical professionals, dated in 2026 and before the commencement of exams (7 May 2026), confirming the pupil has been unable to access education (in school or online) and/or sit all exams.**

To note – if a pupil is pregnant or has recently given birth you must provide confirmation of the pregnancy or birth, for example a MAT B1 form (see here: [Maternity certificate \(form MAT B1\) guidance on completion](#) for further details).

In addition to this you will also need to provide a statement detailing the impact the pregnancy/birth has had on the pupil's ability to access education (in school or online) and/or sit all exams.

### Year group change

#### Criteria

**IMPORTANT** – 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 2025/26 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 2025/26 performance measures, but 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.

### **Information/evidence requirements**

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence will be rejected:

#### **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 (pupils assigned pupil inclusion status flag 403), 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 information/evidence 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 2022.

### Deceased

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

### Permanently left England

Please find the information/evidence 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>6</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 will be rejected:

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

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<sup>6</sup> Establishments that provide alternative provision (AP), including pupil referral units, alternative provision academies and some independent schools, do not have their performance measures published, so the pupil and their results will count back to either the mainstream school or the non-hospital special school where they were on roll at the time of the 2026 spring census (15 January 2026)

## Other

From 2026, we have added a further option that you can use to request the removal of a pupil that has been added back to your school this year.

You should only use this option if:

- the pupil's circumstances **do not** fit into one of the categories explained above, and
- your school did not request a year group change for this pupil during the 2025 KS4 June checking exercise. When we consider a pupil removal request using this option, we will carry out internal data checks to confirm this is the case

### Information/evidence requirements for the 'other' category

All information/evidence requirements listed in bold are mandatory and **must** be provided. Cases submitted without the mandatory information/evidence will be rejected:

**1. An explanation why you would like to remove the pupil that has been added back to your school.**

**2. Evidence to support the removal, for example a copy of permanent exclusion letter to parent/carer, or notification to LA confirming pupil removed from roll**

## Further information

If you have a query regarding the pupil data contained on the [KS4 Checking Exercise Portal](#), please visit the [CYPMD Help Centre](#) to find contact details for the CYPMD helpline or [send a message](#) to the CYPMD helpline, selecting the 'Pupil/student enquiry' option.

If you have logged into the [KS4 Checking Exercise Portal](#) and encounter a technical issue, for example an issue with your school CSV files, please [send a message](#) to the CYPMD helpline selecting the 'Technical issue' option.

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>15 June 2026</b>	The KS4 June checking exercise opens here: <a href="#">KS4 Checking Exercise Portal</a>
<b>26 June 2026</b>	This checking exercise 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 <b>5:00pm</b> .
<b>October 2026</b>	Autumn checking exercise opens.
<b>October 2026</b>	2025/26 secondary school provisional performance measures data published.  A national statistics publication will be released on the same day showing the latest headline measures for England and key pupil subgroups.
<b>Early 2027</b>	2025/26 secondary school performance measures data (revised) published.

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