



Department
for Education

18 May 2026

Dear Headteacher/Principal,

2026 Key Stage 4 (KS4) June Checking Exercise

The 2026 KS4 June Checking Exercise will **open on Monday 15 June 2026 and will close at 5:00pm on Friday 26 June 2026**. This will be the only opportunity for all school types to check that we have attributed the correct KS4 pupils to your school or college for the purposes of calculating provisional performance measures.

You will be able to access the 2026 KS4 June checking exercise here: [KS4 Checking Exercise Portal](#).

You are advised to access the 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**.

Supporting Information

We are making the [2026 KS4 June Checking Exercise Guidance](#) available now to help you prepare in advance of the checking exercise opening.

In addition to this guidance, for greater transparency on the decision-making process, we have produced the [2026 KS4 June Pupil Removal Requests: Tips for Schools and Colleges](#) guidance. This document sets out tips and visual examples of the key evidence we require for the pupil removal categories that either had a low acceptance rate in the 2025 KS4 June checking exercise, or where we think further clarification on information/evidence requirements would be helpful.

We strongly recommend that you read these documents before requesting any pupil amendments during the 2026 KS4 June checking exercise.

To further assist schools and colleges with their participation in the 2026 June checking exercise we shared the [2025 KS4 June Checking Exercise Requests Summary](#) in April. This summarises the requests submitted during the 2025 KS4 June Checking Exercise, alongside common reasons why some amendment requests could not be accepted.

Changes Since 2025

There have been some changes to what schools and colleges are able to do during the 2026 KS4 June checking exercise, a full explanation of these changes can be found on page 5 of the [2026 KS4 June Checking Exercise Guidance](#).

- you can now request to 'add' a pupil in the [KS4 Checking Exercise Portal](#) rather than via an online form
- there have been some improvements to the 'Merge pupils' amendment category
- circumstances surrounding the 'Child missing education' pupil removal category have been updated to reflect current legislation
- we have enhanced the available 'add-back' removal options
- the process for submitting your school's 'full return summary' 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 which will be made available in early June on the [CYPMD Help Centre](#)
- CSV files are now ordered alphabetically by surname

CYPMD Portal

The [KS4 Checking Exercise 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: [DfE Sign-in](#).

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](#). The CYPMD Helpline cannot assist users with DfE Sign-in account creation or login queries.

CYPMD Help Centre

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 and colleges regarding the 2026 checking exercises and data shares.

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

How You Can Help

To improve your experience of the CYPMD service you should consider the following advice:

- if you have not already done so, or if additional people within your school or college would like to receive future communications **you/they can sign-up** to receive CYPMD communications by **sending a message** to the [CYPMD Help Centre](#) and selecting 'option 1'
- further information about the 2026 checking exercises and data shares will be sent to all school and college headteachers and principals, **so your headteacher/principal contact details must be correct** on '[Get information about schools](#)' (GIAS)

In the meantime, if you have any queries, please visit the [CYPMD Help Centre](#).

Yours faithfully

Department for Education