



Department
for Education

15 June 2026

Dear Headteacher/Principal,

2026 Key Stage 4 (KS4) June Checking Exercise

The 2026 KS4 June Checking Exercise is now **open 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 can access the checking exercise here: [KS4 Checking Exercise Portal](#).

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

- **familiarise yourself with the following documents:**
 - [2026 KS4 June Checking Exercise Guidance](#)
 - [2026 KS4 June Pupil Removal Requests: Tips for Schools and Colleges](#)
 - [2026 KS4 June Checking Exercise 'How to' Guidance](#)
 - [2026 KS4 June Video Walkthroughs](#)

this will ensure that you fully understand the steps required to check your school or college's data and, if necessary, request pupil amendments. Page 6 of the [2026 KS4 June Checking Exercise Guidance](#) provides step-by-step instructions about the action your school needs to take

- **download your school or college's pupil CSV file/s and check that we have listed the correct pupils at the end of KS4**

you can refer to the [2026 KS4 June CSV Guidance](#) to help you interpret your school or college data. 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 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 individual pupil amendments.**

please ensure that you provide the mandatory information/evidence as detailed in the [2026 KS4 June Checking Exercise Guidance](#)

- **submit your school or college's 'full return summary'**
- **keep a copy of the 'full return summary' confirmation email.**

Changes since 2025

There have been some changes made to what schools and colleges are able to do during the 2026 KS4 June checking exercise. A full explanation of these improvements can be found in 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. Please refer to the [2026 KS4 June Checking Exercise 'How to' Guidance](#) or [2026 KS4 June Video Walkthroughs](#) for step-by-step instructions
- 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.

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.

CYPMD Communications

- 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)

Future Improvements

We are carrying out user research on the redevelopment of the CYPMD service, if you or a colleague would like to participate you can sign up here: [CYPMD - Participation Form](#)

Further Enquiries

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

Yours faithfully

Department for Education