



Department
for Education

Check Your Performance Measures Data

2026 Key Stage 2 (KS2) September checking exercise 'How to' guidance

**Guidance for all state funded primary
schools**

September 2026

Contents

Contents	2
Introduction	3
Pupil removals	4
Accessing the KS2 checking exercise portal	5
How to check your school data	9
Requesting a pupil removal	10
Submitting your school's 'full return summary'	15
Further information	19

Introduction

Schools are asked to take the following action by 5:00pm on Friday 18 September 2026:

- familiarise yourself with the [2026 KS2 September Checking Exercise Guidance](#), [2026 KS2 September Pupil Removal Requests: Tips for Schools](#) and the [2026 KS2 September Video Walkthroughs](#) which are available on the [CYPMD Help Centre](#) **before** requesting a pupil amendment in the [KS2 Checking Exercise Portal](#)
- from Monday 7 September 2026, download your school's pupil CSV file and summary CSV file to check that we have listed the correct pupils and their results at the end of KS2. The [2026 KS2 September CSV File Guidance](#) will help you interpret your school's pupil data
- sign out of the [KS2 Checking Exercise Portal](#) if your school **does not** need to request any pupil amendments
- if necessary, complete all pupil amendment requests for your school
- submit your school's 'full return summary' once you have completed all pupil amendment requests for your school

This guidance will show you how to access the [KS2 Checking Exercise Portal](#) and, if necessary, request any pupil amendments.

This guidance **does not** describe the pupil amendment categories or the information/evidence that you will need to provide when requesting an amendment to your school's pupil data. You should read the [2026 KS2 September Checking Exercise Guidance](#) **before** you request a pupil amendment to ensure that:

- you have a full understanding of what circumstances would be considered if you wish to request an amendment to your school's pupil data
- you have the mandatory information/evidence (when required) for a pupil amendment request.

Pupil removals

If, when checking your school's pupil CSV file, you identify a pupil that you wish to remove from your school's data you will need to complete a pupil removal request in the [KS2 Checking Exercise Portal](#).

For 2026, we have produced a new document that focuses on the pupil removal categories that either had a low acceptance rate or would benefit from further clarification on information/evidence requirements. If you wish to request the removal of a pupil **we strongly recommend** you read the [2026 KS2 September Pupil Removal Requests: Tips for Schools](#) document **before** you request any pupil removals.

Pupil removal requests submitted in the [KS2 Checking Exercise Portal](#) without the mandatory information/evidence (when applicable) will be rejected.

Amendments made to correct your pupil level data during this checking exercise will increase the accuracy of your published data in December 2026.

Accessing the KS2 checking exercise portal

The checking exercise will open on **Monday 7 September** in the **KS2 Checking Exercise Portal**, we will notify schools when the checking exercise is live.

You will need to have a DfE Sign-in account to proceed, details on how to create an account can be found here: **DfE Sign-in (education.gov.uk)**.

Step 1: Once you have accessed the **KS2 Checking Exercise Portal** you will see the following page. Click 'Start' to continue.

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DfE Sign-in

DfE Sign-in is the new way to access your DfE online services and has now replaced Secure Access.

Before you start you'll either need:

An existing DfE Sign-in account. This is the email address and password you created when you first accessed DfE Sign-in.

Or:

A new DfE Sign-in account If you have not used DfE Sign-in before you'll need to [create a DfE Sign-in account](#).

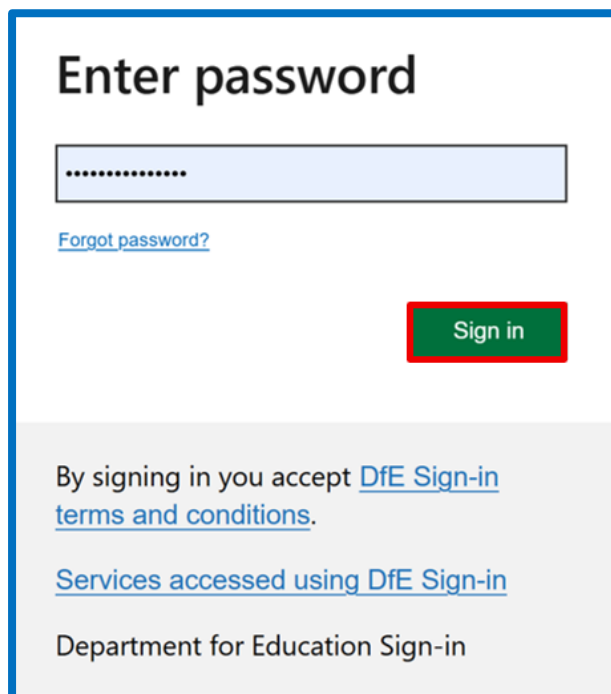
Start

Step 2: You should enter your DfE Sign-in account email then click 'Next'.



The screenshot shows the 'DfE Sign-in' page on the GOV.UK website. At the top, there is a 'Beta' badge and a message: 'This is a new service – your [feedback](#) will help us to improve it.' The main heading is 'Access the DfE Sign-in service'. Below this, it says 'Log into your account' and 'Enter your email address to sign in.' There is a text input field for the email address, which is highlighted with a red rectangle. Below the input field is a green 'Next' button, also highlighted with a red rectangle. To the right, under 'Related actions', there are links for 'Contact us', 'DfE Sign-in help assistant (opens in new tab)', and 'Create an account'. At the bottom, there is a link for 'Services using DfE Sign-in'.

Step 3: You should then enter your DfE Sign-in account password then click 'Sign-in'.



The screenshot shows the 'Enter password' page. It has a heading 'Enter password' and a password input field with masked characters (dots). Below the input field is a link for 'Forgot password?'. There is a green 'Sign in' button, highlighted with a red rectangle. At the bottom, there is a section with the text 'By signing in you accept [DfE Sign-in terms and conditions](#).' and a link for 'Services accessed using DfE Sign-in'. The footer of this section says 'Department for Education Sign-in'.

Step 4: You will now be asked to verify your account, click on the box highlighted below to request an email containing an account verification code.

Verify your identity

 Email code to

Cancel

By signing in you accept [DfE Sign-in terms and conditions](#).

[Services accessed using DfE Sign-in](#)

Department for Education Sign-in

Step 5: Enter the account verification code and click 'Verify'.

Enter code

We emailed a code to
User@Englandworldcup.co.uk. Please enter
the code to sign-in

Enter code

CancelVerify

By signing in you accept [DfE Sign-in terms and conditions](#).

[Services accessed using DfE Sign-in](#)

Department for Education Sign-in

Step 6: If you have access to more than one school, you will need to select the school whose data you wish to check and click 'Continue'.

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Select your organisation

You are associated with more than one organisation, please select the one you wish to sign-in with.

Your organisations

- ☒ England World Cup 2026 Academy (open)
- ☐ School A

[Request access to an organisation](#)

[Continue](#)

Step 7: You will now see your school information and your account details. Click 'Continue'.

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Your details

Establishment name	England World Cup 2026 Academy
Establishment LAESTAB	123/1966
Establishment URN	1966
Key Stage	KS2

[Continue](#)

How to check your school data

Step 1: On this page you can access your school's pupils, results and summary data by downloading CSV file/s.

If there is no data to share with your school, there will be no CSV file links displayed on the [KS2 Checking Exercise Portal](#).

Please refer to the [2026 KS2 September CSV File Guidance](#) to help you interpret your school's pupil data.

If you have any enquiries about KS2 results or reviews, please contact STA by email at assessments@education.gov.uk or by telephone on 0300 303 3013. **The CYPMD help line cannot assist with these queries.**

Once you have checked your pupil list, if your school does not need to request any pupil amendments, you do not need to take any further action and can sign out of the CYPMD portal.

If **you do** wish to request pupil amendments, please continue to read this document for further step by step instructions.

Step 2: Click 'Continue' to start the process of making a pupil amendment request.

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Your pupil details

Important

If your school does not need to request any pupil amendments, no further action is required. Please sign out of the portal.

Download your pupil details

[\[England World Cup 2026 Academy, pupil data\] \(CSV\)](#)

Download your school summary details

[\[England World Cup 2026 Academy, school summary data\] \(CSV\)](#)

Please refer to the CSV File Guidance available on the [CYPMD Help Centre \(opens in new window\)](#)

- ▶ [Pupils included in the calculation of key stage 2 data](#)
- ▶ [If a pupil is missing from your list](#)

Continue

Requesting a pupil removal

On this page, you start the process of making a request to remove a pupil from the calculation of your school's performance measures data.

If your school has previously made pupil removal requests, they will also be listed here.

Step 1: If you wish to request a pupil removal, click 'Raise a new request'.

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[< Back](#)

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Key Stage 2 September Checking Exercise

Important

You must read the accompanying [2026 KS2 September checking exercise guidance \(opens in new window\)](#) before you submit an amendment request. If your request does not meet the amendment criteria, it will not be accepted.

You can use this service to:

- Check that we have listed the correct pupils at the end of KS2
- Complete all pupil removal amendments
- Submit your school's 'full return summary'.

If you think your pupil list is incorrect please contact the [CYPMD Help Centre \(opens in new window\)](#).

Deadline for requesting amendments

Submit all requests by 5pm on Friday 18 September 2026.

After you have requested amendments

We will consider your request along with the information and evidence you provide.

Any accepted amendment requests will be reflected in revised performance measures.

Name	Status	Edit	Delete
Raise a new request			
Save and continue			

Step 2: Here you will find your school's list of pupils. You can search for a pupil by typing the name of the pupil, CYPMD ID, unique pupil number (UPN) or date of birth (DOB). You can also navigate through the pupil list by clicking 'Next' at the bottom of the pupil list.

Once you have identified the pupil you wish to request to remove, click on the radio button next to the pupil's name. Click 'Save and continue' to proceed.


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Amendment requests

What is the name of the pupil to be removed?

You can search for a pupil by typing the name of the pupil, CYPMD ID, unique pupil number (UPN) or date of birth (DOB). You can also navigate through the pupil list by clicking 'Next'. Once you have identified the pupil you wish to remove, click on the radio button next to the pupil's name. Click 'Continue' to proceed.

- ☐ Bellingham Jude (CYPMD ID: 10011, UPN: E1234561000011, DOB: 01/06/2015)
- ☐ Bowen Jarrod (CYPMD ID: 10013, UPN: E1234561000013, DOB: 01/07/2015)
- ☐ Branthwaite Jarrad (CYPMD ID: 10022, UPN: E1234561000022, DOB: 02/11/2015)
- ☐ Foden Phil (CYPMD ID: 10012, UPN: E1234561000012, DOB: 02/06/2015)
- ☐ Gallagher Conor (CYPMD ID: 10020, UPN: E1234561000020, DOB: 02/10/2015)
- ☐ Grealish Jack (CYPMD ID: 10015, UPN: E1234561000015, DOB: 01/08/2015)
- ☐ Henderson Dean (CYPMD ID: 10002, UPN: E1234561000002, DOB: 02/01/2015)
- ☒ Kane Harry (CYPMD ID: 10017, UPN: E1234561000017, DOB: 01/09/2015)
- ☐ Kieran Trippier (CYPMD ID: 10004, UPN: E1234561000004, DOB: 02/02/2015)
- ☐ Konsa Ezri (CYPMD ID: 10019, UPN: E1234561000019, DOB: 01/10/2015)
- ☐ Maguire Harry (CYPMD ID: 10006, UPN: E1234561000006, DOB: 02/03/2015)
- ☐ Mainoo Kobbie (CYPMD ID: 10009, UPN: E1234561000009, DOB: 01/05/2015)
- ☐ Palmer Cole (CYPMD ID: 10021, UPN: E1234561000021, DOB: 01/11/2015)
- ☐ Pickford Jordan (CYPMD ID: 10001, UPN: E1234561000001, DOB: 01/01/2015)
- ☐ Ramsdale Aaron (CYPMD ID: 10003, UPN: E1234561000003, DOB: 01/02/2015)

[< Previous](#)
1
[2](#)
[Next](#)

Save and continue

Step 3: You will need to select the removal category that you wish to use to request the removal of the pupil you previously identified at step 2. Click on the radio button next to the removal category then click 'Continue'.

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[< Back](#)

Reason for removing Harry Kane

Under which category do you wish to remove Harry Kane?

- ☐ Admitted following permanent exclusion
- ☐ Admitted from abroad with English not first language
- ☐ Child missing education
- ☐ Deceased
- ☐ Elective home education
- ☐ One or more end-of-key stage assessments deferred by a year
- ☐ Permanently excluded from current school
- ☐ Permanently left England
- ☐ Pupil added to school roll after start of summer term
- ☒ Social care involvement - including police
- ☐ Terminal/Critical illness

Continue

Step 4: Now you will need to answer **all** questions displayed on the page by selecting the 'Yes' or 'No' radio buttons, then click 'Continue' to proceed.

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[< Back](#)

Social care involvement - including police

Has Harry Kane been involved in a recent situation that has required social care involvement that has had a severe and profound effect on their ability to access education and/or sit tests?

☒ Yes ☐ No

Has Harry Kane had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit tests?

☐ Yes ☒ No

Has Harry Kane sat any tests as a year 6 pupil?

☒ Yes ☐ No

Continue

Step 5: Next you need to upload the evidence to support the removal of the pupil. Click 'Add file' to upload a PDF evidence document of no more than 6 pages. Alternatively, you can repeat this process and upload up to 6 single page PDF documents.

You can also provide additional information in the 'Additional comments' box, this is optional, you can use this to describe the pupil's circumstances or situation, rather than doing this within your 6-page evidence limit. Do not repeat information uploaded. The evidence should support the narrative described in the 'Additional comments' box.

Once you have provided all required information/evidence please click 'Save and continue' to proceed.

We cannot consider information/evidence beyond the first 6 pages submitted. Exceeding this total could result in important details to support your request not being considered.


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[< Back](#)
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Evidence for the removal of Harry Kane

Social care involvement - including police

- 3rd party/external evidence from social services confirming the severe and profound effect that the situation had on the pupil's ability to access education and/or sit all tests, dated in 2026 and before the commencement of the KS2 tests (11 May 2026), this could include social worker reports or multi agency meeting minutes.

All evidence must meet the criteria specified in the September checking exercise guidance. We will only review the first 6 pages of evidence provided.

Upload files

Supporting information/evidence must be submitted in PDF format, other file types are not supported.

File name	Size	Type	Action
evidence.pdf	15.1 Kb	pdf	Delete file

Add file

1 file selected, 5 files remaining

Additional comments (optional)

You have 500 characters remaining

Save and continue

Step 6: You will now be shown a summary of the pupil removal request you have just made. Click 'Continue' to proceed.

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< [Back](#)

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Summary of amendment for Harry Kane

Under which category do you wish to remove Harry Kane?	Social care involvement - including police
Has Harry Kane been involved in a recent situation that has required social care involvement that has had a severe and profound effect on their ability to access education and/or sit tests?	Yes
Has Harry Kane had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit tests?	No
Has Harry Kane sat any tests as a year 6 pupil?	Yes
Additional comments (optional)	Test

Summary of uploaded documents

File name	Size	Type
evidence.pdf	15.1 Kb	pdf

[Continue](#)

Repeat steps 1 to 6 if you need to make further pupil removal requests.

Submitting your school's 'full return summary'

On screen you will be shown a list of all the pupil amendment requests your school has requested so far.

More than one user can request amendments to your school's 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 18 September, one user** must submit your school's 'full return summary'.

Once you or a colleague have completed this action, your school will no longer be able to request any further pupil amendments or amend any requests already made.

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

Step 1: Click 'Save and continue' to proceed.

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Key Stage 2 September Checking Exercise

Important

You must read the accompanying [2026 KS2 September checking exercise guidance \(opens in new window\)](#) before you submit an amendment request. If your request does not meet the amendment criteria, it will not be accepted.

You can use this service to:

- Check that we have listed the correct pupils at the end of KS2
- Complete all pupil removal amendments
- Submit your school's 'full return summary'.

If you think your pupil list is incorrect please contact the [CYPMD Help Centre \(opens in new window\)](#).

Deadline for requesting amendments

Submit all requests by 5pm on Friday 18 September 2026.

After you have requested amendments

We will consider your request along with the information and evidence you provide.

Any accepted amendment requests will be reflected in revised performance measures.

Name	Status	Edit	Delete
Harry Kane	READY TO SUBMIT	Edit	Delete
Jude Bellingham	READY TO SUBMIT	Edit	Delete

[Raise a new request](#)

[Save and continue](#)

Step 2: You will now see a summary of the pupil amendment requests your school has made. Click 'Save and continue' to proceed.

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Full return summary for England World Cup 2026 Academy (URN: 1966)

Request summary for Harry Kane

Under which category do you wish to remove Harry Kane?	Social care involvement - including police
Has Harry Kane been involved in a recent situation that has required social care involvement that has had a severe and profound effect on their ability to access education and/or sit tests?	Yes
Has Harry Kane had recent police involvement which has had a severe and profound effect on their ability to access education and/or sit tests?	No
Has Harry Kane sat any tests as a year 6 pupil?	Yes
Additional comments (optional)	Test

Summary of uploaded documents

File name	Size	Type
evidence.pdf	15.1 Kb	pdf

Request summary for Jude Bellingham

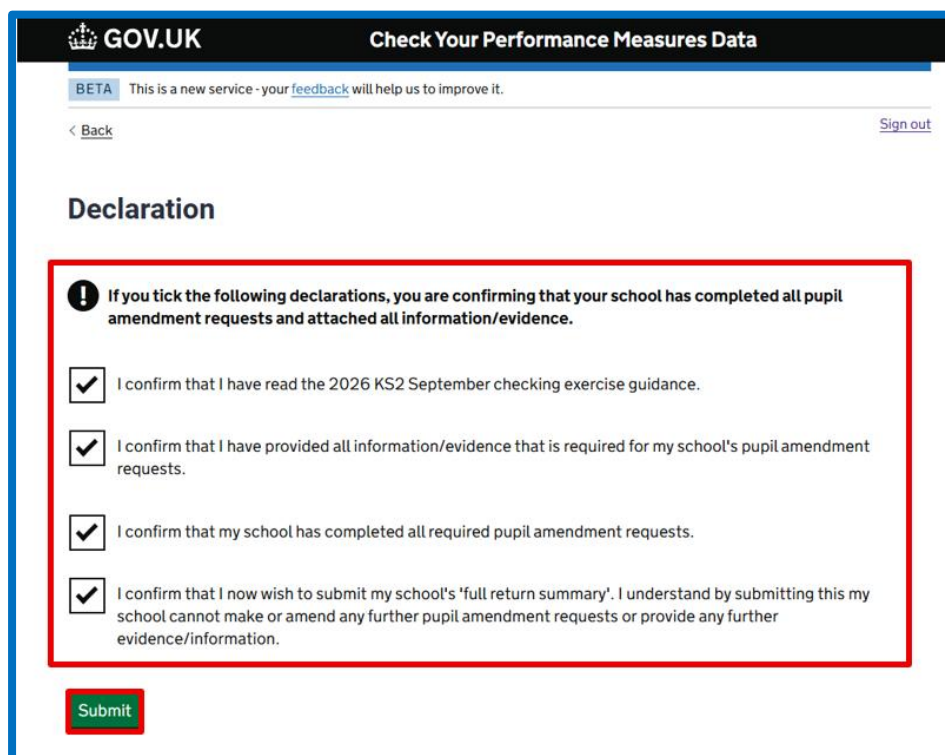
Under which category do you wish to remove Jude Bellingham?	Deceased
Please provide the date Jude Bellingham was removed from your roll	14/04/2026

Save and continue

Step 3: Please read the 'Declaration' section carefully, you will then need to tick **all** of the 'declaration' boxes to proceed.

Please remember that once your school's 'full return summary' is submitted your school cannot request any further pupil amendment requests, no exceptions can be made.

Once you are sure you wish to proceed, click 'Submit' to proceed.



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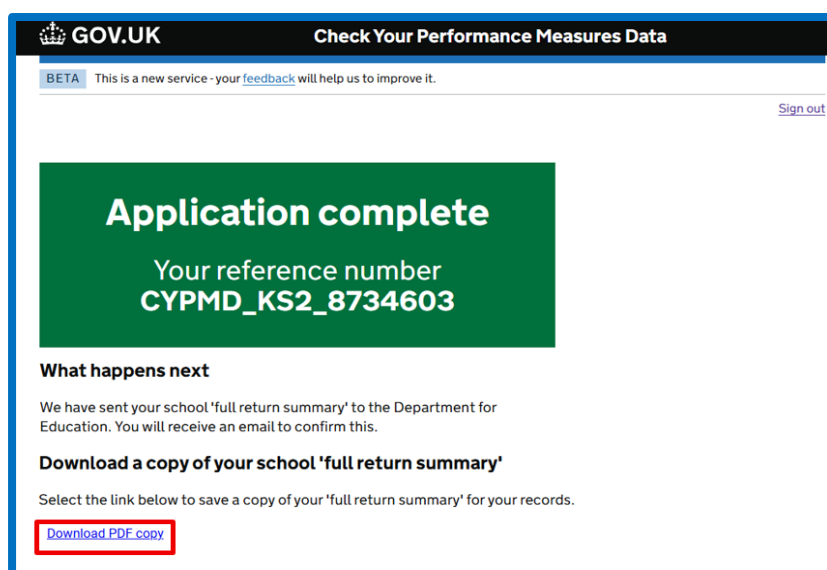
Declaration

! If you tick the following declarations, you are confirming that your school has completed all pupil amendment requests and attached all information/evidence.

- ☒ I confirm that I have read the 2026 KS2 September checking exercise guidance.
- ☒ I confirm that I have provided all information/evidence that is required for my school's pupil amendment requests.
- ☒ I confirm that my school has completed all required pupil amendment requests.
- ☒ I confirm that I now wish to submit my school's 'full return summary'. I understand by submitting this my school cannot make or amend any further pupil amendment requests or provide any further evidence/information.

Submit

Step 4: You have now completed all of your school's pupil amendment requests and submitted your school's 'full return summary'. You should download a copy of your school's 'full return summary' for your records.



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Application complete

Your reference number
CYPMD_KS2_8734603

What happens next

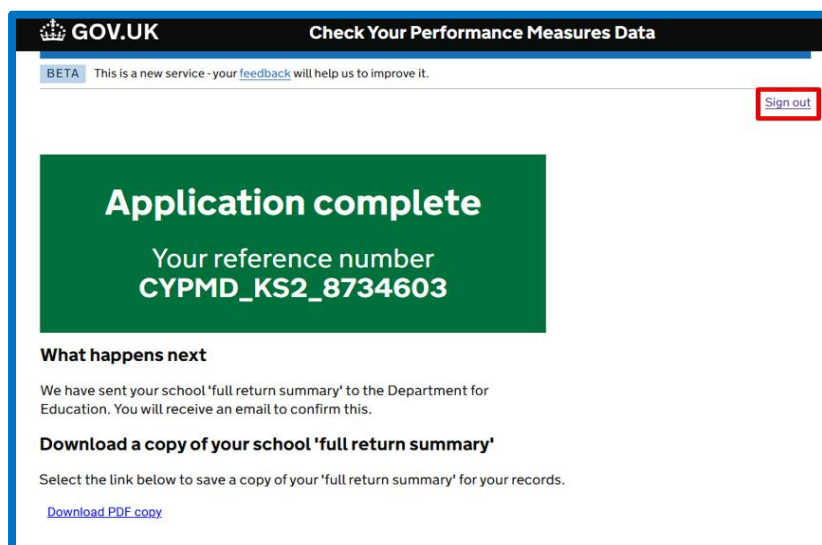
We have sent your school 'full return summary' to the Department for Education. You will receive an email to confirm this.

Download a copy of your school 'full return summary'

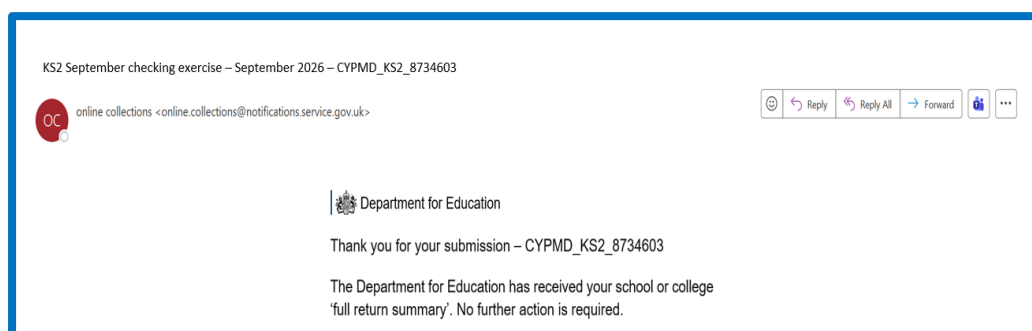
Select the link below to save a copy of your 'full return summary' for your records.

[Download PDF copy](#)

Step 5: You can now 'Sign out' of the CYPMD portal.



Step 6: Once you have submitted your school's 'full return summary' you will receive a confirmation email, **please keep this for your records.**



If this confirmation email has not been received within 24 hours of the submission of your school's 'full return summary' please check your spam/junk email folders. If you still can't find the confirmation email, please **send a message** to the CYPMD Helpline and select the option 'Other enquiry'.

Further information

If you need further advice, or you encounter any difficulties using the [KS2 Checking Exercise Portal](#) during the KS2 September checking exercise, please visit the [CYPMD Help Centre](#) or contact the CYPMD Helpline on 0300 131 2762.

If you have any enquiries about KS2 results or reviews, please contact STA by email at assessments@education.gov.uk or by telephone on 0300 303 3013. **The CYPMD help line cannot assist with these queries.**

If you need to create 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** create DfE Sign-in accounts or assist with DfE Sign-in login enquiries.

Further guidance about school performance measures and accountability arrangements can be found here: [Primary school accountability-GOV.UK](#).

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