



Tables checking exercise - Remove your KS2 recent arrivals

02 Sep 2025

The following information is lifted from the document attached to this news item

The checking exercise will open on Monday 8 September here, we will notify schools when the checking exercise is live.

Your school should take the following action by 5pm on Friday 19 September 2025:

- Familiarise yourself with the 'How to' guide or the video walkthroughs which will be available on the CYPMD help centre prior to the KS2 September checking exercise opening. This will ensure that you fully understand the steps required to check your data and, if necessary, request amendments to your school's pupil data
- Download your school's pupil CSV file and check that we have listed the correct pupils at the end of KS2. These checks are important to ensure the accuracy of your revised data published in December 2025. If you think your pupil list is incorrect, please contact the CYPMD Helpline on 0300 1312762 or visit the CYPMD help centre
- 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, please complete all pupil amendments. Please ensure that you provide the mandatory information/evidence. Further information and 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
- Please refer to the 'How to' guide or video walkthroughs, which will be available on the CYPMD Help Centre prior to the KS2 September checking exercise opening, 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. However, by 5pm on Friday 19 September, 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 (please check your junk/spam emails).



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[2025 KS2 September Checking Exercise Guidance.pdf \(pdf\)](#)

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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 Last updated: 02 Sep 2025