

Guidance on recording attendance in the autumn term and the educational settings status form

School attendance will be mandatory from the beginning of the autumn term and the usual rules on school attendance will apply.

There may, however, be circumstances where pupils cannot attend school due to coronavirus (COVID-19), such as if they are required to self-isolate.

It is therefore vital that schools resume taking their attendance registers as normal and:

- follow up any pupil absences
- complete the daily [educational setting status form](#) from 1 September or the day that term starts
- complete the status form by 12 noon daily

The information you provide is essential to enable us to support all children to return to education. The questions we are asking schools in the form have changed from those you were previously asked to complete.

The new set of questions that will be asked of all educational settings are:

Setting status

Is your setting open today to all pupils or students on roll?

'No' should be selected if one or more of the following statements applies to your setting:

- not open to all year groups

- not able to provide face-to-face teaching for all pupils or students for the whole of the normal school day (this does not apply to FE colleges)
- not open to pupils or students today because of a training or INSET day
- one or more pupils or students who do not have coronavirus (COVID-19) symptoms themselves or in their households have been asked by your setting to self-isolate as part of coronavirus (COVID-19) outbreak measures

The following factors do not need to be taken into consideration when answering this question:

- pupil or student absence due to coronavirus (COVID-19) symptoms
- pupil or student absence due to coronavirus (COVID-19) symptoms in the household

Pupils or students on roll

How many pupils or students are on roll at your educational setting?
Of those pupils or students on roll:

- how many have an education, health and care (EHC) plan?
- how many have a social worker?

Pupils or students present in the educational setting today

How many pupils or students are attending your educational setting today? Of those pupils or students attending your educational setting today:

- how many have an education, health and care (EHC) plan?
- how many have a social worker?

Classroom teacher absences

How many classroom teachers are unable to attend your educational setting today?

Further [school attendance guidance](#) is available explaining how they should record circumstances where pupils cannot attend school due to coronavirus (COVID-19) and how to complete the [educational setting status form](#).

Additional information from DFE sent on the 27th August