

This is your daily email to keep you updated on the government's response to COVID-19 (coronavirus).

Changes to attendance recording and daily online return to DfE

From tomorrow, Monday 23 March, educational settings will need to temporarily change their attendance recording practices. To minimise the burden on settings and ensure that only the most important information is submitted, settings must:

1. Stop taking your normal attendance registers
2. Complete a new streamlined record of attendance for all children attending the educational setting using a simple spreadsheet. Instructions about how settings should record attendance are included on the first tab in the spreadsheet. The spreadsheet is available at:
 - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
3. The spreadsheet will calculate the exact information needed to complete a short online form notifying the Department for Education about your status regarding COVID-19. The online form is available at:
 - <http://www.education.gov.uk/educational-setting-status>

This form is for:

- Academies (including free schools and studio schools)
- Local authority maintained schools
- Local authority nursery schools
- Independent schools
- Non maintained special schools
- Pupil referral units
- University technical colleges
- FE colleges and sixth form colleges

The online form will ask these settings to confirm if you are open and, if so, for information about numbers of pupils and staff attending that day, and provision of free school meals.

The form should take you less than 2 minutes to complete and be submitted by midday each weekday.

Your data will help us build a national picture of educational provision so that we can focus support more effectively, monitor the impact of the virus, and ensure children are safe.

If your school is closed and you've completed the form to say so, you need to resume completing the form daily when you reopen.

You will need a DfE Sign-in account to access the online form. If you don't have a DfE Sign-in account, you will need to create one at:

- <https://profile.signin.education.gov.uk/register>

Your DfE Sign-in "approver" will need to attach your account to your establishment before you can use the form.

If you are having problems using the DfE Sign-in service, you can request help at:

- <https://help.signin.education.gov.uk/contact>

When submitting a request for help, please select the 'Other' category.

Collection of guidance for educational settings on GOV.UK

All of our coronavirus guidance for educational settings can now be found in one place on GOV.UK:

- <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Handwashing advice

The most important thing individuals can do to protect themselves is to wash their hands more often, for at least 20 seconds, with soap and water. Public Health England recommends that in addition to handwashing before eating, and after coughing and sneezing, everyone should also wash hands after using toilets and travelling on public transport.

The latest guidance and video on hand washing can be found here:

- <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Department for Education coronavirus helpline

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline as follows:

Phone: 0800 046 8687

Opening hours: 8am to 6pm (Monday to Friday), 10am to 4pm (Saturday to Sunday)

Please note, we are currently experiencing high volumes of calls. We appreciate your patience at this time and apologise for any wait that you may experience. To ensure that we answer your calls as quickly as possible, we have now extended our opening hours to cover weekends and are increasing the number of call handlers available to answer your calls.

If you work in a school, please have your unique reference number (URN or UKPRN) available when calling the hotline.

Please keep your GIAS contacts up to date

Please take this opportunity to review your contact information in Get Information About Schools (GIAS).

To update your record, please go to the GIAS home page, "Sign in" using your "DfE Sign-in" credentials and select GIAS from your available services here:

- <https://www.get-information-schools.service.gov.uk/>