



# Attendance: COVID-19 Addendum

## Hillside Primary School

<b>Approved by:</b>	Revd Robert Hinsley (Chair of the LGB)	<b>Date:</b>
<b>Last reviewed on:</b>	First Addendum	
<b>Next review due by:</b>	July 2021	

This addendum applies until further notice.

Unless covered in this addendum, our normal attendance policy continues to apply. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

This addendum should be read in conjunction with:

- Hillside Primary School's Attendance and punctuality Policy March 2021
- DfE Guidance – Schools Coronavirus (Covid-19) Operational Guidance. This is available here:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

This guidance states that all pupils are expected to return to school on Monday 8<sup>th</sup> March 2021. The guidance states that:

The usual rules on school attendance apply, including:

- Parents' duty to secure their child's regular attendance at school
- The ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

### **The School Day**

The table below shows the start time and finish time for each year group. If a child is not on time, they will receive either a L Mark or U Mark. The L Mark means that a child is late before the register has formally closed. The L Mark is given when a child is up to 15 minutes late, based on the start time for their year group. The U Mark means that a child is late after the register has formally closed. The U Mark is given when a child is more than 15 minutes late, based on the start time for their year group. As stated in the Attendance and Punctuality Policy, if a child has 6 or more U Marks, a Fixed Penalty Notice (FPN) can be issued.

Yr. Group	Start Time	Finish Time	L Mark	U Mark
Yr. R	8.45am	3.15pm	8.45am – 9am	After 9am
Yr. 1	8.45am	3.15pm	8.45am – 9am	After 9am
Yr. 2	8.30am	3pm	8.30am – 8.45am	After 8.45am
Yr. 3	8.45am	3.15pm	8.45am – 9am	After 9am
Yr. 4	8.30am	3pm	8.30am – 8.45am	After 8.45am
Yr. 5	8.45am	3.15pm	8.45am – 9am	After 9am
Yr. 6	8.30am	3.30pm	8.30am – 8.45am	After 8.45am

The expectation is that all children, unless advised to shield, should attend school. If you are worried

about your child attending school, please contact the Inclusion Team, so that help can be given to support your child to attend school.