



# ADF DANCE ACADEMY

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## ATTENDANCE & COMMITMENT POLICY

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PREPARED BY  
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PRINCIPLE

## Our Approach

At ADF Dance Academy, attendance and commitment are not simply about being present, they are about enthusiasm, dedication and enjoyment of being part of Academy life, where students feel willing to learn, motivated to improve, excited to return each week and proud to be part of their class and the Academy. Dance should remain an uplifting and enriching experience where individuals feel supported and inspired to reach their full potential.

We recognise the importance of each individual feeling comfortable, valued and appropriately placed within classes best suited to their progression and overall dance experience. Through organisation, structure and discipline, we aim to maintain an inspiring and positive environment where everyone is encouraged to develop, progress and make the most of their time at ADF Dance Academy.

## Purpose

Attendance and commitment help support participation, class consistency and positive progression across all areas of ADF Dance Academy. Clear communication and shared expectations also help classes, rehearsals, performances, events and other opportunities run smoothly and effectively for everyone involved.

This policy outlines:

- Attendance and punctuality expectations
- Procedures for recording absence and lateness
- Expectations relating to commitment, participation and preparation
- How attendance may affect classes, performances, rehearsals and other opportunities
- Responsibilities relating to communication, wellbeing and safe participation
- Measures used to help support fairness, consistency and positive progression throughout the Academy

## Scope

This policy applies to all students, parents/carers and individuals connected to ADF Dance Academy in relation to attendance, participation and commitment throughout all Academy-related activity, including:

- Classes
- Rehearsals
- Performances
- Competitions
- Workshops
- Trips
- Events
- Selected team, squad, troupe and Academy opportunities

## Attendance and Commitment Responsibilities

Principal and Responsible Person  
Alexandra Gale  
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Responsibilities include:

- Overseeing and monitoring attendance, punctuality and participation arrangements
- Supporting fair and consistent attendance expectations
- Communicating clearly with parents/carers regarding attendance or participation concerns
- Reviewing class suitability, participation or support arrangements where appropriate
- Helping ensure students are placed within classes, levels and opportunities best suited to their progression and development

## Academy Responsibilities

The Academy will:

- Promote and encourage regular attendance and commitment
- Support fair and consistent attendance expectations
- Help students feel included and encouraged throughout Academy activity

## Parent/Carer Responsibilities

Parents/carers are expected to:

- Support regular attendance and punctuality
- Help students arrive prepared, organised and ready in the correct kit
- Record absences appropriately in line with this policy
- Communicate relevant information relating to injury, illness or participation concerns

## Student Expectations

Students are encouraged to:

- Attend classes consistently and arrive prepared to participate
- Demonstrate a positive attitude towards learning and development
- Maintain commitment, teamwork and responsibility throughout Academy activity
- Practice and revisit class content between sessions

## Attendance Expectations

Regular attendance helps students feel settled, engaged and fully involved within Academy classes and activities.

Benefits of regular attendance include:

- Student progress and development
- Confidence and consistency
- Learning choreography and content securely
- Technique, growth and understanding
- Maintaining class standards and levels
- Teamwork and group progression
- Performance and rehearsal preparation

Whilst occasional absences are understandable, consistency plays an important role in helping students remain engaged within classes, particularly during periods where choreography and teaching content continue progressing week to week.

## Recording Absence

Clear and timely communication regarding absence helps support student wellbeing, safeguarding, class organisation and the smooth running of Academy activity. All absences should be recorded by email to ADF Dance Academy with as much notice as possible. Illness, emergencies or unavoidable circumstances may occasionally prevent advance notice from being provided. In such cases, absences notified after 2:30pm should be sent by text message to the Academy contact number.

Where a student does not attend without communication, parents/carers will be contacted directly, with a reminder email sent the following day. Continued failure to record absences appropriately will result in further discussion to help ensure attendance, safeguarding and supervision arrangements can continue to be managed effectively.

For students who attend the school in which the Academy hires facilities, continued failure to record absences may result in access to pre-class supervision arrangements being reviewed.

## Punctuality

Punctuality plays an important role in helping classes begin on time and operate effectively, supporting safe participation and ensuring students can receive the full benefit of their class, learning and Academy experience.

Benefits of punctuality:

- Participating safely within warm-up
- Receiving important teaching content and choreography
- Supporting class flow, organisation and concentration
- Contributing positively to the wider class and group environment

## Late Arrival Procedures

Where parents/carers are aware a student may be late, the Academy must be informed prior to the class start time. Students arriving too late to safely participate in the warm-up will be able to observe, rather than take part physically. This approach helps prioritise safety whilst still allowing students to remain engaged and maintain awareness of class choreography and content. Parents/carers must ensure students understand the importance of punctuality and safety before entering the class environment, as the teacher will be actively teaching and will not be able to pause the session to manage late arrivals.

## Arrival and Supervision

To support safeguarding, supervision and the smooth running of classes, students must not enter the dance studio, teaching space or any Academy activity area unless a teacher is present. If not registered to pre-class supervision or part of a class that begins at 5:30pm, arrival must be no sooner than 5 minutes before the start time. Students arriving earlier than this must be accompanied and supervised by a parent/carer or authorised adult. Whilst parents/carers may have given permission for their child to walk independently to the Academy venue, this does not permit waiting unsupervised within foyer or communal areas. Students should not be left unattended prior to the permitted arrival time unless otherwise agreed by the Academy.

## Commitment, Participation and Preparation

We encourage a positive and committed approach to learning and personal development throughout ADF Dance Academy. Consistency, engagement and willingness to participate help support both individual progress and the progression of the wider group. As students develop, particularly within intermediate and advanced classes, commitment becomes increasingly important due to the pace and complexity of sessions and choreography. Regular attendance and revisiting class content between sessions through home practice can help students remain confident, prepared and up to date.

To reward and encourage effort, work ethic and motivation, termly one student within each class is awarded Dancer of the Term in recognition of qualities such as passion, progress and commitment and an annual Dancer of the Year award is also presented in recognition of consistent dedication and contribution throughout the Academy year.

## Class Level Expectations and Review

As an Academy, we aim to ensure all individuals are placed within classes, levels and opportunities best suited to their ability, development and overall enjoyment. We recognise the importance of students feeling comfortable and appropriately challenged within the correct class environment to help support both personal growth and progression throughout their dance journey.

Before joining ADF Dance Academy, students attend a free taster session to help determine the most suitable starting class. Progression into higher levels, selected groups, teams, squads, troupes or additional opportunities is based upon factors including readiness, consistency, commitment, progress and technical development.

## Beginners Level

As a guide, if three classes within a half term are missed within a beginner's level, parents/carers may be contacted to discuss whether the student's class placement should be reviewed. Missing numerous sessions can result in feeling less secure within routines and class content, whilst also affecting the wider group where choreography continues to progress week to week.

## Intermediate, Advanced and Selected Levels

Students participating within intermediate and advanced sessions or selected groups are expected to demonstrate strong attendance, reliability and consistency due to the pace, complexity and expectations of these levels. If three classes within a half term are missed, participation, class placement or suitability may require review. Where a review determines the class remains suitable and achievable, an ADF private session may be recommended or required alongside regular classes to help remain confident and up to date with choreography and class progression.

## Performance, Event and Competition Commitment

Performances, events and competitions are exciting experiences and provide valuable opportunities to build confidence, gain experience and enjoy being part of the wider Academy. Once a student has committed to participating, attendance within classes, practice sessions and additional rehearsals becomes especially important to help ensure routines, choreography, formations and spacing can continue progressing smoothly and accurately.

Absence during these types of sessions may affect the roles, positions, sections or opportunities students are able to participate in. Where a significant amount of choreography or content has been missed, participation within routines or performances may require review to help ensure students feel comfortable and up to date, while also supporting the needs and development of the class. Any decisions regarding participation or performance involvement will always be communicated respectfully and considered carefully in the best interests of both the individual student and wider group.

## Injury and Observation of Classes

As an Academy, we believe it is important that students continue to feel included throughout periods of injury or recovery wherever possible. To help students not feel discouraged or disconnected from their class, weekly group or dance journey, individuals who are injured or temporarily unable to participate physically are encouraged to continue attending classes to observe, as this can help:

- Remain connected to their class and group
- Continue following choreography and teaching content visually
- Feel included and involved throughout their recovery period
- Support a smoother and more confident return to physical participation
- Make notes of choreography, formations and class content with support from the teacher where required

All injuries or medical concerns affecting participation must be communicated by parents/carers in accordance with the Academy's First Aid Policy.

## Fairness and Consistency

We maintain a fair and consistent environment where expectations are applied equally across all students, classes and opportunities. Attendance, participation and progression expectations help support organisation, class consistency, performance preparation and positive experiences throughout ADF Dance Academy. Any decisions relating to participation, progression, rehearsals, performances or class placement will always be communicated respectfully and considered carefully in relation to both the individual student and needs of the class as a whole.

## Understanding and Following This Policy

By enrolling with ADF Dance Academy, students and parents/carers acknowledge and accept the expectations outlined within this Attendance and Commitment Policy. This policy works alongside the Academy's Terms and Conditions, Code of Conduct, Safeguarding and Child Protection Policy, Health and Safety Policy and First Aid Policy.

## Monitoring and Review

This policy will be reviewed annually or sooner where necessary to reflect changes in guidance, legislation or Academy practice. Overall responsibility for monitoring and review rests with the Principal and Responsible Person.

## Final Statement

At ADF Dance Academy, we believe regular attendance, commitment and positive participation help students grow in confidence, thrive within their dance journey and develop valuable skills that support them both within dance and everyday life. We are committed to maintaining an inspiring and encouraging environment where all individuals feel included, prepared and able to enjoy their experience whilst progressing alongside their class, group, team, squad or troupe. Through consistency, communication and shared commitment, we aim to support every student in reaching their full potential throughout their time at ADF Dance Academy.