

Karate & Dance Fed Ltd - 17150545

Chief Executive Officer: Mr. J Byrne



Student Attendance & Absence Policy

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1. Policy Statement

Karate & Dance Federation Ltd (KDF) expects students to attend their booked sessions regularly and punctually. Consistent attendance supports learning, progression, relationships, confidence, safeguarding and effective delivery of the KDF curriculum.

KDF recognises that students will occasionally be absent because of illness, holidays, family commitments, school events, medical appointments or other personal circumstances. Absence itself is not treated as misconduct, but repeated or unexplained absence may require follow-up so that KDF can check on the student's wellbeing, maintain accurate records and understand whether any additional support is required.

Absence from a booked or contracted place does not normally create an entitlement to a refund, credit or reduction in membership fees. Membership fees reserve the student's place within KDF provision and support the ongoing staffing, premises and operational costs of maintaining that place.

KDF's approach reflects its values of Kindness, Diversity, Friendship and supports the KDF Promise: Every Student, Every Session, Every Time.

2. Purpose

The purpose of this policy is to set out KDF's expectations around student attendance, absence notification, repeated absence, safeguarding follow-up, attendance records and the financial treatment of missed sessions.

The policy is intended to provide a consistent and supportive approach that encourages attendance without penalising students for legitimate absence.

It also explains KDF's second-week absence check-in process, under which families are contacted after two consecutive weeks of missed attendance.

3. Scope

This policy applies to all students enrolled in KDF Karate and KDF Dance.

It applies to students attending under Bronze, Silver, Gold or any other KDF membership arrangement, as well as Early Years, SEND-inclusive and other specialist provision where relevant.

The policy applies to routine classes, although separate arrangements may apply to events, workshops, performances, gradings or one-off bookings.

4. Importance of Regular Attendance

Regular attendance allows students to build skills progressively and maintain continuity with their class.

Karate and dance both rely on repetition, staged progression and ongoing development. Irregular attendance can make it more difficult for a student to retain techniques, prepare for grading or participate confidently in group work.

Attendance also supports stronger relationships with coaches and peers and helps students feel connected to the KDF community.

5. Attendance as Part of Learning

KDF treats attendance primarily as a learning and safeguarding matter rather than simply an administrative record.

A student who attends regularly is more likely to benefit from the full curriculum and to demonstrate consistent progression.

Where attendance becomes irregular, coaches should consider whether the student may need additional support when returning.

6. Attendance Expectations

Students are expected to attend the sessions included within their membership package wherever reasonably possible.

Families should choose a membership package that reflects the number of sessions the student realistically expects to attend.

Where a student routinely attends less frequently than their package allows, KDF may discuss whether another membership arrangement is more suitable, but any change remains subject to KDF's membership terms.

7. Punctuality

Students should arrive in time to begin the session promptly.

Late arrival can affect safeguarding, registration, warm-up, lesson flow and the student's ability to settle into the class.

Repeated lateness may therefore be discussed with the parent or guardian where it begins to affect the student or wider session.

8. KDF Strong Start

Students are encouraged to arrive promptly so that they can take part in the KDF Strong Start at the beginning of relevant sessions.

The Strong Start gives students an independent and purposeful opening activity while coaches complete arrival, registration and handover.

Students who arrive late may miss this transition and may require additional support to join the lesson safely and calmly.

9. Recording Attendance

KDF will maintain an attendance record for each scheduled session.

Attendance should reflect whether the student was physically present rather than whether they were expected to attend.

Late arrivals and early departures may also be recorded where relevant.

10. Responsibility for Registers

The nominated member of staff or administrator responsible for the session should ensure that the register is completed accurately.

Where a digital system is used, staff should ensure that the electronic record reflects the actual attendance of the group.

An inaccurate attendance record can create both safeguarding and administrative concerns and should be corrected promptly.

11. Absence Notification

Parents and guardians are encouraged to notify KDF when a student will be absent.

Notification helps coaches distinguish expected absence from unexplained absence and can assist with lesson planning.

For routine short-term absence, families do not need to provide extensive personal information unless the reason materially affects safeguarding, medical support or the student's safe return.

12. Illness

Students should not attend where they are too unwell to participate safely or where attendance would create an unreasonable infection risk.

Families should follow KDF's Infection Prevention, Hygiene & Bodily Fluids Policy and any current public-health guidance relevant to the illness.

A short period of illness will not normally trigger any formal attendance concern, although the usual membership terms continue to apply.

13. Medical Appointments

Students may occasionally miss classes because of medical, dental or therapeutic appointments.

KDF does not require unnecessary medical evidence for isolated absences.

Where a medical condition causes repeated absence, KDF may discuss whether reasonable adjustments or temporary changes to participation could support a safer return.

14. Holidays and Family Commitments

Families may occasionally miss sessions because of holidays or family commitments.

KDF does not normally require permission for such absence, but advance notification is helpful.

Membership fees continue during these absences unless a separate written membership arrangement has been agreed.

15. School and Educational Commitments

Students may occasionally miss sessions because of school performances, examinations, trips or other educational commitments.

KDF recognises these as normal parts of student life.

Where the absence becomes frequent, staff may discuss whether the current KDF timetable or membership package remains suitable.

16. Religious and Cultural Observance

KDF will respect absence related to religious or cultural observance.

Students should not be disadvantaged within KDF because they miss a session for a genuine religious observance.

Where possible, coaches should support the student to re-engage with missed learning on return.

17. SEND and Attendance

SEND may affect attendance through anxiety, sensory needs, transitions, fatigue, medical appointments or other additional needs.

KDF should avoid treating attendance concerns linked to SEND as simple lack of commitment.

Where repeated absence is connected to access barriers, KDF should consider whether reasonable adjustments could improve attendance.

18. Anxiety and Difficulty Returning

Some students may find it difficult to return after an extended absence or negative experience.

Where appropriate, KDF may support a gradual or reassuring return, including additional welcome, regulation support or discussion with the family.

The aim should be to restore confidence rather than make the student feel criticised for previous absence.

19. Consecutive Absence

KDF monitors consecutive absence so that students do not simply disappear from provision without contact.

A single missed week will not normally trigger direct attendance follow-up unless there is another safeguarding reason for concern.

Where a student misses a second consecutive week, KDF will normally carry out a supportive check-in.

20. Second-Week Absence Check-In

KDF's standard attendance process is to contact the family following two consecutive weeks of absence.

The purpose of the check-in is to confirm that the student and family are well, understand whether the absence is expected and identify any support that may help the student return.

This contact should be warm, proportionate and non-judgmental.

21. Responsibility for Check-Ins

Attendance check-ins are normally coordinated through KDF administration.

Where appropriate, the Administration Manager or another authorised member of staff may contact the parent or guardian on behalf of the organisation.

Coaches may also provide relevant information about previous attendance patterns or any concerns that should inform the contact.

22. Nature of the Check-In

The second-week check-in should not begin with assumptions that the family has done something wrong.

It should normally ask whether everything is okay, whether the absence is expected to continue and whether KDF can support the student's return.

Where the family has already clearly notified KDF of a longer absence, an additional check-in may still be made where useful but should not be repetitive or unnecessary.

23. No Response to Check-In

Where there is no response to the initial attendance check-in, KDF may make a further reasonable attempt to contact the family.

The level of follow-up should depend on the student's age, vulnerability, previous attendance, known family circumstances and whether any safeguarding concerns already exist.

KDF should avoid excessive chasing where there is no indication of risk, but should not ignore patterns that cause genuine concern.

24. Attendance and Safeguarding

Repeated, unexplained or sudden absence may sometimes indicate a wider safeguarding issue.

Concern may increase where absence occurs alongside unexplained injury, significant behavioural change, family difficulty, peer conflict or previous safeguarding information.

In such cases, the Safeguarding Lead should be informed and attendance should be considered within the broader safeguarding picture.

25. Attendance Follow-Up Is Not Investigation

Attendance follow-up is intended to establish welfare and support participation.

KDF staff should not conduct intrusive questioning or demand personal information that is not reasonably necessary.

Where information disclosed during a check-in raises a safeguarding concern, that concern should be managed under KDF's safeguarding procedures.

26. Returning After Absence

Students returning after absence should be welcomed positively.

Staff should avoid making comments that embarrass the student or imply that they have let the class down.

Where learning has moved on, coaches should provide reasonable support to help the student rejoin the curriculum.

27. Catch-Up and Curriculum Progression

KDF does not guarantee individual catch-up tuition for every missed session.

Coaches may nevertheless provide brief recap, adapted tasks or additional guidance where this can be incorporated reasonably into the class.

Where absence significantly affects grading readiness or progression, this should be discussed honestly with the student and family.

28. Grading and Attendance

Attendance may affect whether a student is sufficiently prepared for grading or assessment.

KDF will not automatically advance a student purely because a certain period of calendar time has passed if they have not had sufficient opportunity to learn or demonstrate the required syllabus.

Any grading decision should be based on readiness, curriculum expectations and the student's individual progression.

29. Membership Fees and Missed Sessions

KDF membership fees reserve the student's place within the organisation and contribute to the ongoing cost of staffing, premises, systems, insurance, planning and delivery.

For this reason, a student's absence from a scheduled session does not result in a refund, credit or automatic reduction in fees.

This applies whether the absence is due to illness, holiday, school commitments, family arrangements or another personal reason, unless KDF has expressly agreed otherwise in writing.

30. No Automatic Refunds

KDF does not calculate membership charges on a per-attended-session basis.

A student who attends fewer sessions than their membership package permits is therefore not automatically entitled to reimbursement for unused sessions.

Families remain responsible for the agreed membership fee while the membership remains active.

31. Absence Caused by the Student or Family

Where the session is available but the student chooses or is unable to attend, the ordinary membership fee remains payable.

This includes voluntary non-attendance, holidays, family events, transport difficulty, minor illness or competing commitments.

The place remains reserved for the student and cannot necessarily be resold or reassigned for that individual session.

32. KDF-Cancelled Sessions

Where KDF itself cancels a session, any make-up, credit or other arrangement will be determined separately in accordance with KDF's membership terms and the circumstances of the cancellation.

This policy's no-refund principle for student absence should not be confused with KDF's separate responsibility where KDF cannot provide the scheduled service.

Any alternative arrangements offered by KDF do not create an automatic entitlement to cash reimbursement unless the applicable membership terms provide for this.

33. Long-Term Absence

Where a student is expected to be absent for a prolonged period, the family should contact KDF to discuss the membership.

KDF may consider available options in accordance with current membership terms, but long-term absence does not itself automatically create a right to suspend fees or receive refunds.

Any agreed exception or temporary arrangement should be confirmed in writing.

34. Serious Medical Circumstances

Where a serious medical condition prevents participation for an extended period, KDF may consider the individual circumstances compassionately.

This may include discussion of membership options, temporary adaptations or another arrangement where operationally possible.

Any discretion exercised in one case does not create an automatic entitlement for all absences.

35. Membership Cancellation

Where a family no longer wishes to retain the student's place, they must follow KDF's normal cancellation process and any applicable notice requirements.

Simply ceasing to attend does not automatically cancel membership.

Fees may continue to be due until cancellation has been completed in accordance with the membership terms.

36. Persistent Non-Attendance

Where a student repeatedly fails to attend and there is little or no communication from the family, KDF may review whether the membership remains active and appropriate.

The family may be contacted to clarify whether the student intends to continue.

KDF may apply its membership terms where prolonged non-attendance continues without engagement.

37. Attendance and Membership Capacity

Regular unexplained non-attendance may be particularly relevant where class spaces are limited and other students are waiting to join.

KDF may therefore review unused memberships where a student has ceased attending for an extended period.

Any membership change must still follow KDF's contractual terms and should not be imposed informally.

38. Attendance Data

KDF may monitor attendance patterns for safeguarding, curriculum, operational and membership purposes.

This may include identifying consecutive absences, persistent lateness, unusually low attendance or sudden changes.

Attendance information should be used proportionately and handled in accordance with KDF's data-protection arrangements.

39. Confidentiality

Reasons for student absence should be treated respectfully and confidentially.

Staff should not discuss a student's medical, family or safeguarding circumstances with other parents simply to explain why the student has been absent.

Only information necessary for the relevant staff role should be shared internally.

40. Communication Between Administration and Coaches

Where administration staff identify a significant attendance pattern, relevant information should be shared with the appropriate Lead Coach or Safeguarding Lead where necessary.

Likewise, coaches should tell administration if they notice that a student has been absent repeatedly and believe follow-up may be required.

Attendance oversight should not depend solely on one person noticing a pattern.

41. Early Years Attendance

Young children may have more variable attendance because of illness, family routines or developmental needs.

KDF should apply attendance follow-up proportionately while maintaining the standard two-week check-in process.

Repeated absence may also affect the child's confidence when returning and should be managed supportively.

42. Attendance of SEND Students

Where SEND students experience barriers to regular attendance, KDF should consider whether class structure, environment, transition arrangements or communication could be improved.

The goal should be to increase accessibility rather than simply count absences.

Where adjustments are made, their effectiveness should be reviewed.

43. Student Voice

Where age and understanding make it appropriate, students may be asked whether there is anything making attendance difficult.

They may identify friendship concerns, anxiety, fatigue, sensory issues, loss of confidence or dissatisfaction that adults were unaware of.

Student views should be considered alongside parent and staff information.

44. Bullying and Absence

A student who begins avoiding KDF because of bullying or peer conflict requires more than ordinary attendance follow-up.

The Anti-Bullying & Peer-on-Peer Behaviour Policy should be applied and the student's safety and confidence addressed.

The attendance issue should not be framed solely as poor commitment where the student is avoiding a harmful environment.

45. Behaviour and Absence

Where a student stops attending following a behaviour incident, suspension, disagreement or difficult session, KDF should consider whether a restorative or supportive contact may assist return.

The student should not feel permanently excluded unless a formal membership or safeguarding decision has been made.

Where relevant, expectations for return should be communicated clearly.

46. Financial Difficulty

Where a family reports that attendance is affected by financial difficulty, staff should respond sensitively and avoid discussing the matter publicly.

Any available support, membership option or payment arrangement should be considered under KDF's financial and membership procedures.

Financial hardship should not be treated as a behavioural or safeguarding failing in itself.

47. False Attendance Records

Staff must not knowingly mark a student present when they were absent or alter attendance records to conceal errors.

Accurate attendance data is important for safeguarding and organisational accountability.

Where a mistake is identified, it should be corrected transparently.

48. Staff Training and Awareness

Relevant staff should understand how KDF records attendance, when second-week check-ins are triggered and when absence may require safeguarding escalation.

Administration staff should also understand the difference between ordinary membership follow-up and safeguarding concern.

New staff should be introduced to attendance procedures during induction where relevant to their role.

49. Kindness, Diversity and Friendship

Kindness means checking in when students disappear from provision and making returning students feel welcome rather than criticised. Diversity means recognising that disability, SEND, religion, family circumstances and individual needs may affect attendance differently. Friendship means maintaining connection with students and helping them feel that they remain part of the KDF community even after absence.

These values should guide attendance conversations so that follow-up feels supportive and professional rather than punitive.

50. The KDF Promise

This policy supports the KDF Promise: Every Student, Every Session, Every Time.

Regular attendance gives students the best opportunity to benefit from the curriculum, relationships and opportunities KDF provides.

The Promise also means noticing when a student has been absent for two consecutive weeks, checking in appropriately and supporting their return wherever possible.

51. Related Policies

This policy should be read alongside KDF's Student Arrival, Collection, Handover & Supervision Policy, Missing Child, Elopement & Uncollected Child Policy, Safeguarding & Child Protection Policy, Safeguarding Roles, Reporting & Responding to Concerns Policy, Behaviour Management Policy, Anti-Bullying & Peer-on-Peer Behaviour Policy, SEND Policy, Early Years Policy, Medical Needs, Medication & Individual Healthcare Support Policy, Infection Prevention, Hygiene & Bodily Fluids Policy, Student, Parent, Guardian & Visitor Code of Conduct and KDF's applicable membership terms and conditions.

These documents should be applied together where attendance concerns overlap with safeguarding, medical needs, SEND, bullying, behaviour, collection or membership arrangements.

52. Policy Review

This policy will normally be reviewed annually, but earlier review may take place following a significant safeguarding concern linked to absence, change to KDF's membership system, attendance-process review or wider organisational change.

KDF will continue to use attendance information as a tool for safeguarding, student support and curriculum continuity rather than simply as a measure of compliance.

The standard KDF approach remains that families are expected to support regular and prompt attendance, a supportive check-in is normally made following the second consecutive week of absence, and student absence does not result in a refund, credit or automatic reduction in membership fees.