

Policy: Attendance & Communications Policy		
Date Adopted: 1 st July 2026	Date of last review: New Policy (Moved from PADA Standards)	To be reviewed next before/on: September 2027

1. Attendance Policy

1.1 Mandatory Attendance

All students enrolled in PADA classes are expected to attend their scheduled classes on a weekly basis during official PADA term time. Attendance is considered a fundamental requirement for participation and progress.

1.2 Notification of Absence

Where a student is unable to attend a scheduled class, the parent or carer **must provide notification to PADA via email prior to the published class start time on the day of the absence.**

This requirement applies to all PADA classes, including **PADA Performing Team** sessions.

Timely notification is required to support the effective organisation and management of classes, to ensure sessions start on time, to maintain uninterrupted class warm-ups, and to uphold safeguarding obligations.

1.3 Performing Team Absence Requests

For all **PADA Performing Team Sessions**, a formal **Performing Team Absence Request Form** must be submitted online by the parent or carer no less than fourteen (14) days prior to the relevant session, for approval.

Performing Team Absence Requests are not permitted for the mandatory **Required Rehearsal Days** prior an event that the student has committed to.

Approval must be obtained in accordance with the **PADA Performing Team Standards**.

For the avoidance of doubt, submission of an absence request form does not constitute notification of absence. A separate email notification in accordance with Clause 1.2 remains mandatory.

1.4 Punctuality and Late Arrival

Students are required to arrive no later than two (2) minutes prior to the scheduled start time of their class.

Entry to class will not be permitted where a student arrives more than five (5) minutes after the scheduled start time. This is to ensure student safety and to avoid disruption to structured warm-up activities.

In limited circumstances, prior arrangements for late entry may be agreed at PADA's sole discretion. Such arrangements must be requested in advance and are not guaranteed.

2. Communications Policy

2.1 Official Communication Channel

All formal and official correspondence with PADA must be conducted via email.

PADA Email Address:

admin@phoenixacrodance.com

PADA shall not be obliged to act upon or acknowledge communications received through alternative channels where email has not been used.

2.2 Use of PADA Phone

The PADA phone is designated strictly for emergency use or urgent communication initiated by PADA staff where immediate contact with a parent or carer is required.

The device is operational during scheduled class hours only and is not monitored outside of these times.

PADA staff may utilise the phone outside of class hours solely for urgent matters or to share relevant media (including photos or videos) where appropriate.

2.3 Parent and Carer Communication Responsibilities

Parents and carers are expected to maintain clear, accurate, and timely communication with PADA exclusively via email.

Due to staff commitments outside of PADA and the informal nature of pre- and post-class interactions, verbal communications will not be considered official and may not be recorded or actioned.

Accordingly, any important matters, updates, or requests must be submitted in writing via email to ensure proper documentation and response.

Policy Compliance

Failure to adhere to this policy may impact a student's participation in classes and related PADA activities. PADA reserves the right to enforce this policy at its discretion to maintain the safety, structure, and quality of its programmes.

Phoenix AcroDance Academy staff are responsible for the implementation of this policy and for ensuring that it is reviewed annually and updated as required. **Next Review: September 2027**

Signed R. Walker Date 01/07/26
Print Name Robert Walker Position Principal