

Volleyball attendance sheet

Team

Season

Coach

Period

No.	Name	Sessions write the date at the top of each column												Totals				Attendance X+L out of the total
		1	2	3	4	5	6	7	8	9	10	11	12	X	L	E	U	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
	Present (X+L)																	

X = present · **L** = late · **E** = absent, let you know in advance (reason on page 2) · **U** = absent without notice. Attendance = (X + L) divided by the number of filled-in boxes for that player. An empty box does not count: leave it empty for a cancelled session or while someone has not joined the team yet.

Absences and reasons

One line per absence. After a few weeks you can see why sessions are missed: illness, injuries, school or work.

Team

Period

Session date	Name	Reason illness · injury · school · work · transport · family · holiday · other	Reported by player or parent	Reported on day and time	Note

Tip: also note when the message came in. If most arrive on the day itself, agree a fixed deadline with your team, for example by the evening before.

What a filled-in sheet looks like

A fictional team after 8 of the 12 sessions.

Team **Example team (fictional)**

Season **2026-2027**

Coach **Sam K.**

Period **sessions 1 to 12**

No.	Name	Sessions write the date at the top of each column												Totals				Attendance X+L out of the total
		1 wk 1 Tue	2 wk 1 Thu	3 wk 2 Tue	4 wk 2 Thu	5 wk 3 Tue	6 wk 3 Thu	7 wk 4 Tue	8 wk 4 Thu	9	10	11	12	X	L	E	U	
1	Amy B.	X	X	X	X	X	X	X	X					8	0	0	0	8/8 · 100%
2	Bella K.	X	X	L	X	X	X	X	X					7	1	0	0	8/8 · 100%
3	Chloe D.	X	E	X	X	X	X	E	X					6	0	2	0	6/8 · 75%
4	Daisy M.	X	X	X	U	X	X	X	X					7	0	0	1	7/8 · 88%
5	Emma S.	X	X	X	X	E	X	X	X					7	0	1	0	7/8 · 88%
6	Freya J.	L	X	X	X	X	L	X	X					6	2	0	0	8/8 · 100%
7	Grace P.	X	X	U	X	X	E	X	U					5	0	1	2	5/8 · 63%
8	Hannah V.	X	X	X	X	X	X	X	X					8	0	0	0	8/8 · 100%
9	Isla H.	X	X	X	X	E	E	X	X					6	0	2	0	6/8 · 75%
10	Jess W.				X	X	X	X	X					5	0	0	0	5/5 · 100%
	Present (X+L)	9	8	8	9	8	8	9	9					65	3	6	3	68/77 · 88%

Absences in this example

Session	Name	Reason	Reported by
2	Chloe D.	Illness	Parent
5	Emma S.	Injury (ankle)	Player
5	Isla H.	Holiday	Parent
6	Grace P.	Work	Player
6	Isla H.	Holiday	Parent
7	Chloe D.	School or study (exam)	Player

What this sheet tells you

- **Grace** came 5 out of 8 times and missed 2 sessions without notice (U). Talk about it now, not at the end of the season.
- **Jess** joined at session 4. Her empty boxes do not count, so her attendance is 5 out of 5.
- **Freya** was late twice (L). That counts as present, but you can see the pattern.

In Koach, players report their own absence with a reason, you mark Present, Late or Absent for each session, and the app works out each player's attendance.