



400 YEARS OF EXCELLENCE

Candidate Absence Policy

Policy approval date	February 2026
Policy review date	February 2027
Policy Lead	David Sykes Assistant Headteacher
Governor or SLT approval	SLT
Governor committee responsible for policy	N/A

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Richard Hale School is managed in accordance with current requirements and regulations.

References in this policy to ICE and SC refer to the JCQ publications Instructions for conducting examinations and a guide to the special consideration process.

Introduction

Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Richard Hale School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Richard Hale School reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination. (See **Candidate Late Arrival Policy**)

Based upon the circumstances for the absence, and subject to the required conditions being met, an application for special consideration may also be made to the relevant awarding body.

1. Identifying and dealing with candidate absence

A candidate will be considered absent from an examination if:

- The candidate is not present on completion of the attendance register once candidates are seated and have started the examination (ICE 22.5)

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate will be contacted immediately as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival

If a candidate fails to sit an examination, the following action is taken:

- A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker
- The candidate absence is noted on the seating plan by placing an 'A' in their box.

2. Roles and Responsibilities

Overview

It is the responsibility of the following member(s) of staff to deal with candidate absence once it has been identified:

- The receptionist or Head of Year

It is the responsibility of the following member(s) of staff to deal with candidates who are persistently absent from examinations:

- Head of Year

The role of invigilators

Invigilators will:

- Be informed of the process for dealing with absent candidates through training

- Ensure that absent candidates are clearly indicated on the attendance register (ICE 22.4)

The role of candidates

Candidates will be:

- Expected to be on time – arriving 15 minutes before the examination starts
- Contact the school with a reason for their absence

3. Special consideration

At Richard Hale School if a candidate is absent from a timetabled written examination for an acceptable reason, the candidate may be eligible for special consideration. This is where an adjustment may be made to the candidate's terminal grade by the awarding body, providing the following conditions are met:

- The examination is in the candidate's terminal exam series (SC 4.1)
- The candidate has completed or will be able to complete the required percentage of the assessment to meet the minimum requirements for enhanced grading in cases of acceptable absence (SC 4.3)
- The application for special consideration can be supported by the centre with appropriate evidence authorised by a member of the senior leadership team (SC 6)

It is the responsibility of the following member(s) of staff to deal with special consideration requests and applications:

- The Exams Officer