



Candidate Absence Policy

Sir Thomas Rich's School

Candidate Absence Policy

Centre name	Sir Thomas Rich's School
Centre number	57143
Date policy first created	21/11/2023
Current policy approved by	Senior Leadership Team (SLT), Trustees' Curriculum and Evaluation Committee
Current policy reviewed by	Jo Tyler
Date of review	12/11/2024
Date of next review	12/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Matthew Lynch
Senior leader(s)	Dave Dempsey (Deputy Headteacher, Deputy Head of Centre) Sonja Jones (Director of Finance and Operations, Line Manager for exams)
Exams officer	Jo Tyler
Other staff (if applicable)	Senior Leadership Team (SLT), Trustees' Curriculum and Evaluation Committee

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Sir Thomas Rich's School is managed in accordance with current requirements and regulations.

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

Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Sir Thomas Rich's School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Sir Thomas Rich's 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:

- Candidate numbers and name cards on unoccupied desks are checked against individual venue examination registers by invigilators to confirm absence.
Absentees are reported to the EO and Head of Year/Senior Leadership team who pass the names on to reception staff to check against Paret Gateway and telephone absence line.

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

- The candidate will be contacted 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 awarding body/examiner
- The candidate absence is noted on the seating plan by crossing through the candidate details

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:

- Reception staff phone parents/guardians to determine the reason for absence or whether the candidate is late.

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

- Heads 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)

Additional responsibilities:

Not Applicable

The role of candidates

Candidates will be:

- Re-charged any relevant entry fees for unauthorised absence from examinations

Additional responsibilities:

Not Applicable

3. Special consideration

At Sir Thomas Rich's 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 grade by the awarding body, providing the following conditions are met:

- The examination is in the candidate's terminal exam series (SC 4.2)
- 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 4.5)
- The application for special consideration can be supported by appropriate evidence signed 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:

- Alun Williams for GCE
Pete Daniell for GCSE

Changes 2024/2025

(Updated) Under heading **Special Consideration:** References to sections of SC 4 where these have been changed in SC 2024-2025.

Centre-specific changes

Not Applicable