



# Candidate Absence Policy

## Candidate Absence Policy

Centre name	Newlands Girls' School
Centre number	51523
Date policy first created	12/12/2023
Current policy approved by	Deputy Head - Curriculum
Current policy reviewed by	Deputy Head - Curriculum
Date of review	24/11/2025
Date of next review	01/12/2026

## Key staff involved in the policy

Role	Name
Head of centre	Miss Jo Capon
Senior leader(s)	Mr Andrew Morbey
Exams officer	Mrs Amanda De Alwis
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Newlands Girls' 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 Newlands Girls' School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Newlands Girls' 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 when the registers are taken. At this point the Head of Year or one of the teaching staff will alert the Attendance Officer, who will contact the parents and get the student into school.

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:

- Relevant Head of Year, Attendance Officer.

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

- Deputy Head for Exams/Curriculum, 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)

Additional responsibilities:

Not applicable

### **The role of candidates**

Candidates will be:

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

### **3. Special consideration**

At Newlands Girls' 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 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 liaises with the relevant Head of Year/and Deputy Heads if special consideration needs to be requested.

## **Changes 2025/2026**

(Changed) Under heading **Special Consideration:**

Changed bullet point: The application for special consideration can be supported by appropriate evidence signed by a member of the senior leadership team (SC 6) To: 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)

## **Centre-specific changes**

The Exams Officer keeps all special consideration requests as paper copies and works with the Deputy Head to countersign as necessary.

Upon review in December 2025, no centre-specific updates or changes were applicable to this document.