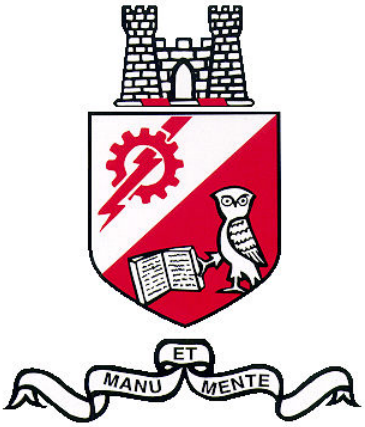
WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

Candidate Absence Policy

Policy Date:	October 2026
Policy to be reviewed on:	October 2027
Signed:	

Centre name	West Hatch High School
Centre number	16807
Date policy first created	02/02/2026
Current policy approved by	new
Current policy reviewed by	new
Date of review	02/02/2026
Date of next review	02/09/2026

Key staff involved in the policy

Role	**Name**
Head of centre	Victoria Schaefer
Senior leader(s)	Natalie Steadman
Exams officer	Gill Newton and Debora Platman
Other staff (if applicable)	

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

References in this policy to ICE and SC refer to the JCQ documents I**nstructions 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 West Hatch High School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point West Hatch High 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) or the candidate is not present when a register is taken before candidates are invited to enter the room, under supervision conditions, to start their examination, etc.

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:

- 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:

- 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:

The role of candidates

Candidates will be:

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

Additional responsibilities:

3. Special consideration

At West Hatch High 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:

- Exams Officer

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