



Candidate Absence Policy 2025/26

Sacred Heart High School

Candidate Absence Policy 2025/26

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| Centre name | Sacred Heart High School |
| Centre number | 39257 |
| Date policy first created | 14/09/2023 |
| Current policy approved by | Mr M Cousins |
| Current policy reviewed by | Mr M Cousins |
| Date of review | 15/10/2025 |
| Date of next review | 01/11/2026 |

Key staff involved in the policy

| Role | Name |
|-----------------------------|----------------------------------|
| Head of centre | Mrs S Howell |
| Senior leader(s) | Mr M Cousins |
| Exams officer | Mr G Pyle |
| Other staff (if applicable) | Mrs S Maill - Attendance Manager |

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Sacred Heart High 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 Sacred Heart High School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Sacred Heart 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:

- Once the register has been taken and before candidates have been admitted to the exam room they will be considered absent if not there for the start of the exam.

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 (or whoever has taken register if they are not present) in conjunction with the Lead invigilator to double check absence. The HOY will then inform the Attendance Manager and the Exams 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 relevant to absent Student in conjunction with the Attendance Manager

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:

A separate list is made of those absent

The role of candidates

Candidates will be:

- aware of the importance of attending their exams and being on time for them. They are also advised of the what to do in the event that they think they may be late on the day

Additional responsibilities:

3. Special consideration

At Sacred Heart 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:

- The Exams Officer in conjunction with Director of achievement and Head of Year

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

Where not directly evidenced by school staff the school will request written evidence