

CANDIDATE ABSENCE POLICY

Southchurch High School

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Centre Name	Southchurch High School
Centre Number	16613
Date policy first created	14/09/2023
Current policy approved by	Mrs Tracy Airoll
Current policy reviewed by	Karen Harrod
Date of next review	14/09/2024

Key staff involved in the policy

Role	Name
Head of Centre	Mrs Tracy Airoll
Senior leader(s)	Mr Jeremy Carter Mr Chris Grover
Exams officer	Karen Harrod
Other staff (if applicable)	Mrs Julie Taylor

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Southchurch High 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**.

Purpose of the policy

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

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

- They are not present once the register has been taken and all candidates are seated and the exam has started.

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 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:

- Lorraine Tower- Pastoral support / Madison Townley Head of Year 11/ Exams officers Karen Harrod & Julie Taylor

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

- MS Selina Murray - Deputy Head Teacher

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:

Invigilators to inform Exams officers of any non attendance at the earliest opportunity

The role of candidates

Candidates will be:

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

Additional responsibilities:

N/A

3. Special consideration

At Southchurch 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 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 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:

- Mrs Ashley Grover SENCO / Ms Kay Tuite

Changes 2023/24

(Changed) Under heading **Special Consideration**: The application for special consideration can be supported by signed evidence produced by a member of the senior leadership team (To) The application for special consideration can be supported by appropriate evidence signed by a member of the senior leadership team

Centre-specific changes

No centre specific changes as time of review September 2023