



# Candidate Absence Policy 2025 to 2026

Thomas Hall School

## Candidate Absence Policy 2025 to 2026

Centre name	Thomas Hall School
Centre number	54214
Date policy first created	02/11/2023
Current policy approved by	Phil Arnold
Current policy reviewed by	Michelle Spiess
Date of next review	01/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Phil Arnold
Senior leader(s)	Phil Arnold, Helen Towler-Williams, Joe Medland, Charlotte Webster
Exams officer	Michelle Spiess
Other staff (if applicable)	Helen Wavish, Sam Rose, Anne Tatchell

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Thomas Hall 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 Thomas Hall School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Thomas Hall 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 at the time the examination register is taken.

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:

Helen Towler-Williams, Joe Medland, Charlotte Webster, Sam Rose, Exams Officer

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

Helen Towler-Williams,

Charlotte Webster,

Sam Rose,

Phase lead

Exams officer

## 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 Thomas Hall 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:

Michelle Spiess

### Changes

(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

Not Applicable



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