



**CANSFIELD**  
ACHIEVING EXCELLENCE TOGETHER

# Candidate Absence Policy

<u>Approval Date</u>	23 <sup>rd</sup> September
<u>Policy Review Date</u>	September 2022
<u>Chair of Governors</u>	
<u>Headteacher</u>	

## 1. Key Staff Involved

Role	Name(s)
Head of Centre	Dr G Baker
Exams Manager	Miss L Archer
SLT member(s)	Mr C Lomas

## 2. Purpose of the Policy

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

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

## 3. Identifying and dealing with candidate absence

Exam Registers are completed within 5 minutes of the start time of the exam. Any absent students are reported immediately to the Attendance Officer who contacts home. Should we get no response, the relevant Pastoral Head of Year will make a home visit, and where necessary and if required, will bring the absent candidate into school. The Head of Centre is made aware at all times of any absent students.

A candidate will be considered absent from an examination if:

- They do not arrive to the examination before it is complete
- If a parent/carer informs the school that a candidate is going to be absent from a written exam.

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

## 4. Roles and Responsibilities

### 4.1 Overview

It is the responsibility of the following member(s) of staff to deal with candidate absence once it has been identified:

- Office staff must inform the EM and/or a member of the Senior Leadership Team straight away if this is recorded on the school absence line
- EM to following the appropriate stake holders

#### **4.2 The role of the invigilator**

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)

#### **4.3 The role of candidates**

Candidates will be:

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

#### **5. Special Consideration**

At Cansfield 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 signed evidence produced 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:

- EM
- Senior Leadership Team