

Candidate Absence Policy

Yardleys School

Candidate Absence Policy

Centre name	Yardleys School
Centre number	20291
Date policy first created	30/03/2026
Current policy approved by	David Pohl
Current policy reviewed by	Donna Bentham
Date of review	30/03/2026
Date of next review	30/03/2027

Key staff involved in the policy

Role	Name
Head of centre	Gurpreet Basra
Senior leader(s)	David Pohl Victor Webb Laura Yates Gemma Webb Jennifer Guarini Edmund Laqwrence Beth Austin
Exams officer	Mrs D Bentham
Other staff (if applicable)	Emma Robinson

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Yardleys 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 by the start of the exam when the register has been completed
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

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:

- Senior Leadership Team (Gurpreet Basra/David Pohl/Laura Yates/Victor Webb/Gemm Webb/Jennifer Guarini/Edmund Lawrence/Beth Austin)
- Head of Year (Ben Tilley)
- Exam Manager/Exams Assistant (Donna Bentham/Emma Robinson)
- Attendance Officer (Salma Akhtar)
- Student Reception (Sam O'Donovan)

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

- Senior Leadership Team (Gurpreet Basra/David Pohl/Laura Yates/Victor Webb/Gemm Webb/Jennifer Guarini/Edmund Lawrence/Beth Austin)
Head of Year (Ben Tilley)
Attendance Officer (Salma Akhtar)

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 Yardleys 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:

- Mrs Donna M Bentham (Data and Exams Manager)
Mr Gurpreet Basra (Head Teacher)
Mr David Pohl (Senior Deputy Head Teacher)
Mr Victor Webb (Deputy Head Teacher)
Mr Richard Thornton (SENCO)
Ms Hannah Crew (SENCO Assistant)
Ms Emma Robinson (Data and Exams Assistant)

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

Upon review in September 2025, no centre-specific updates or changes were applicable to this document