



Candidate Absence Policy

Heddingham School and Sixth Form

Candidate Absence Policy

Centre name	Hedingham School and Sixth Form
Centre number	16519
Date policy first created	22/02/2024
Current policy approved by	John Pearson
Current policy reviewed by	Nina Powell
Date of review	17/02/2026
Date of next review	17/02/2027

Key staff involved in the policy

Role	Name
Head of centre	Paul Finch
Senior leader(s)	John Pearson
Exams officer	Nina Powell
Other staff (if applicable)	

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Hedingham School and Sixth Form 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:

- The candidate is not present on completion of the attendance register once candidates are seated and have started the examination (ICE 22.5)

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:

- The senior invigilator will inform the Exams Officer who will inform a member of SLT and Reception staff so that attempts can be made to contact the candidate and all efforts made to get them to the Centre to sit their examination

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

- John Pearson, Assistant Headteacher and Head of Y11 / Head of Sixth Form

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 Hedingham School and Sixth Form 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:

- Exams Officer - Nina Powell

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 February 2026, no centre-specific updates or changes were applicable to this document.