



Candidate Absence Policy

Armfield Academy

Candidate Absence Policy

Centre name	Armfield Academy
Centre number	46451
Date policy first created	05/05/2024
Current policy approved by	Samantha Sherwood
Current policy reviewed by	Samantha Sherwood
Date of review	08/04/2026
Date of next review	01/04/2027

Key staff involved in the policy

Role	Name
Head of centre	Mark Kilmurray
Senior leader(s)	Samantha Sherwood Rachel Hurst Leona Parkinson Marc Height Bradley Renouf Leyla Cooke (Senior Teacher) Jordan Hutchinson
Exams officer	Laura Harvey
Other staff (if applicable)	Sian Ward- Data and Exams Officer

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Armfield Academy 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 the completion of the attendance register once the candidates are seated and have started the examination (ICE 22.5). This can be flagged up earlier when registers are taken as pupils enter the school building.

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:

- Leona Parkinson, Samantha Sherwood, Pastoral and office staff.

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

- Samantha Sherwood, Leona Parkinson (SLT)
- Robert Hughes-Forsythe (Year head)
- Lyndsey Kerby(Y11 Pastoral Support)
- Catherine Walters (Pupil Welfare 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:

The role of candidates

Candidates will be:

- Pupils are not currently charged if they are absent for the exam but this can be done at the discretion of the head of centre.

Additional responsibilities:

3. Special consideration

At Armfield Academy 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:

- Laura Harvey keeps a log of all candidates with cases for special consideration
- Coran Sharp assistant SENCo and Rachel Hurst the SENCo provide the medical evidence.
- A case is drafted by Laura Harvey/Sian Ward including any evidence.
- Samantha Sherwood to reviews all cases and approves the special consideration application.
- Laura Harvey applies to the exam boards for SC and monitors the outcome of the application.

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 April 2026, no centre-specific updates were applicable to this document. Changes were made to roles and responsibilities due to staff changes.