Candidate Absence Policy

Lever Park School

Candidate Absence Policy

Centre name	Lever Park School
Centre number	32111
Date policy first created	29/01/2024
Current policy approved by	Matthew Taylor
Current policy reviewed by	Vic Conhye
Date of review	04/11/2026
Date of next review	27/09/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Matthew Taylor
Senior leader(s)	Melissa Smith Danielle France
Exams Officer	Vic Conhye
Other staff (if applicable)	Jeffrey Kirkham Andrea Whitehead

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Lever Park School is managed in accordance with current requirements and regulations and reflects centre practice.

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 Lever Park School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Lever Park School reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to sit the examination. (See **Candidate Late Arrival Policy**)

Based upon the circumstances for the absence, and subject to the required criteria 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:

- All candidates are transported into school by SEND transport, if pupils are absent phone calls are made by the attendance officer or office staff immediately. Where possible transport will be arranged, in order to get pupils sitting their exams on time or be under supervision.
  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

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:

- Vic Conhye, Jeff Kirkham, Andrea Whitehead

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

- Vic Conhye (SEND Administrator and Examinations Officer)

  Jeff Kirkham (Assitant Academy Lead)
  Andrea Whitehead (SENCO)

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 Lever Park 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 mark or 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:

- Vic Conhye (SEND Administrator and Examinations Officer)

  Andrea Whitehead (SENCO)

Changes effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Centre-specific changes

Upon review in 2026, no centre-specific updates or changes were applicable to this document.