



Candidate Absence Policy

Review Period Annually **Last Review Date** September 2025 **Next Review Date** September 2026

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1. Policy Information

Centre name	Sutton House Academy
Centre number	16611
Date policy first created	08/01/2024
Current policy approved by	SLT
Current policy reviewed by	Jonathan Lee
Date of review	September 2025
Date of next review	September 2026

2. Key Staff Involved

Role	Name
Head of Centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt
Exams Officer	Jonathan Lee
Other Staff	Lauren Stephens (Senco) Lisa Frew (Admin assistant)

3. Purpose of the Policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Sutton House Academy. A candidate who is not present at the start of an examination is considered absent. If they later arrive, they may be treated as a late or very late arrival, and the academy reserves the right to decide whether they may enter the exam room. Depending on the circumstances of the absence, and provided the required JCQ conditions are met, the centre may submit an application for special consideration.

4. Identifying and Dealing with Candidate Absence

A candidate is considered absent if they are not present when the attendance register is completed after candidates have been seated and the examination has begun. Once a candidate

is identified as absent, the centre will attempt to contact the candidate to determine their whereabouts and arrange their immediate arrival where possible. If a candidate fails to sit an examination, their absence is marked on the seating plan and recorded on the attendance register sent to the awarding body.

5. Roles and Responsibilities

5.1 Overview

- Jonathan Lee– Managing absence once identified
- Eglantin Muca (Landi) – Managing persistent absence

5.2 Role of Invigilators

Invigilators will receive training on the process for dealing with absent candidates and will clearly indicate absent candidates on the attendance register.

5.3 Role of Candidates

Candidates will be re-charged any relevant entry fees for unauthorised absence from examinations.

6. Special Consideration

If a candidate is absent from a timetabled written examination for an acceptable reason, they may be eligible for special consideration, provided JCQ conditions are met. These include the exam being in the candidate's terminal exam series, meeting the minimum assessment requirement, and the application being supported by appropriate evidence authorised by a member of the senior leadership team. The staff member responsible for submitting special consideration applications is Jonathan Lee.

7. Changes for 2025/2026

Updated wording under Special Consideration to reflect centre-specific changes: The application for special consideration can be supported by the centre with appropriate evidence authorised by a member of the senior leadership team.