



Candidate Absence Policy

Southend High School for Girls

Candidate Absence Policy

Centre name	Southend High School for Girls
Centre number	16607
Date policy first created	21/02/2024
Current policy approved by	Governors
Current policy reviewed by	Lesley McFee; Helen Riebold; Jason Carey
Date of review	01/12/2025
Date of next review	01/12/2026

Key staff involved in the policy

Role	Name
Head of centre	Jason Carey
Senior leader(s)	Helen Riebold, Anna Leman, Penny Bowman; Isobel Boyson; Rebecca McMahon and Robert Prior
Exams officer	Lesley McFee
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Southend High School for Girls 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 Southend High School for Girls.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Southend High School for Girls 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

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate or parent/carer 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:

- Head of Year and / or Pastoral Support Officer for the year group to contact the candidate or parent/carer. Exams Officer and / or Exams Assistant to notify the exam board of the absence.

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

- Head of Year, SLT Line Manager for year group and/or attendance, SLT Line Manager of Exams

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:

- Re-charged any relevant entry fees for unauthorised absence from examinations

Additional responsibilities:

3. Special consideration

At Southend High School for Girls 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:

- Head of Year and / or Pastoral Support Officer
Exams Officer and / or 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 December 2025, no centre-specific updates or changes were applicable to this document.