



# **Candidate Absence Policy**

Manor High School

## Candidate Absence Policy

Centre name	Manor High School
Centre number	25283
Date policy first created	28/10/2025
Current policy approved by	The Governing Body
Current policy reviewed by	Saleha Pathan - Exams Officer
Date of review	03/11/2025
Date of next review	02/11/2026

## Key staff involved in the policy

Role	Name
Head of centre	Simon Greiff
Senior leader(s)	Helen Newbery (Deputy Head) James Croucher (Assistant Head) Andrew Cross (Assistant Head) Dilip Karavadra (Assistant Head) Fiona Ager (Assistant Head/SENDSCO) Shaun Tweed (School Business Manager)
Exams officer	Saleha Pathan
Other staff (if applicable)	Not Applicable

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

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

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:

- Saleha Pathan ( Exams Officer), Supported by the Senior Leadership Team.

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

- Saleha Pathan - Exams Officer  
Simon Greiff - Head of Centre

### **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:

Inform the Exams Officer immediately of any absent candidates.

### **The role of candidates**

Candidates will be:

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

Additional responsibilities:

Ensure they are aware of all of their exams dates and start times and the expectations around their arrival for their exams.

### **3. Special consideration**

At Manor High 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 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:

- Saleha Pathan - Exams Officer  
Simon Greiff - Head of Centre

## 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

Not Applicable