



WREKIN

Candidate Absence Policy

Wrekin College

Candidate Absence Policy

Centre name	Wrekin College
Centre number	29360
Date policy first created	29/09/2023
Current policy approved by	Ben Smith
Current policy reviewed by	Gemma Allen
Date of review	26/09/2025
Date of next review	24/10/2025

Key staff involved in the policy

Role	Name
Head of centre	Mr. Ben Smith
Senior leader(s)	Mr Ben Smith - Acting Headmaster Mr David Blackhan - Deputy Head Pastoral Mrs Cora Thurst - SENCo Mr Steve Morton - IT Manager and Safeguarding Mrs Amandeep Rathore - Head of Facilities
Exams officer	Mrs. Gemma Allen
Other staff (if applicable)	Miss Sophie Hindson - Bursary Receptionist and attendance supervisor Ms Katy Daniels - PA to the Head

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Wrekin College 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 by the end of the exam, or if direct contact has been made with the candidate or the guardians confirming their absence.

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:

- Invigilator must report all absences before the start of the exam to Mrs. Gemma Allen the exams officer. Mrs Gemma Allen will check with Katy and Sophie for any known circumstances. Houseparent's/Parents/Caregivers will be contacted immediately to work out a plan of action.

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

- Mr. Ben Smith will be informed if a candidate is late to more than one exam. Mr. Ben Smith may deal directly with the student and will inform their parent/caregiver. He may also escalate the information to Mr. Toby Smith the head of center if deemed necessary.

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:

Invigilators will be responsible for ensuring any late candidates receive the full briefing before starting the exam.

Invigilators will keep a record of arrival time, as well as exam start and finish times in the log book. As well as if mobile phone were off at point of arrival at the centre.

The role of candidates

Candidates will be:

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

Additional responsibilities:

Candidates will be full briefed both verbally and in writing before commencing exams about being absent or late and are given an emergency exams contact number to report any possible or actual lateness or absence. Phone held by Mr Smith.

3. Special consideration

At Wrekin College 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:

- Mrs. Gemma Allen will apply for special consideration after Mr. Ben Smith's authorisation.

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

2023/2024 Candidates absent now to be raised prior to starting the exam.

2024/2025 Dedicated Exams Mobile held by Mr.Smith to report absences

2024/2025 The Candidate is not present by the end of the exam, or if direct contact has been made with the candidate or the guardians confirming there absence.