Candidate Absence Policy

Queensbury Special School

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Centre name	Queensbury Special School
Centre number	20222
Date policy first created	17/10/2023
Current policy approved by	Mr C. Wilson
Current policy reviewed by	Sarah wolverson
Date of review	30/09/2026
Date of next review	01/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Mr C. Wilson
Senior leader(s)	Mr C. Wilson, Executive Head . Mrs Sherree Watkins, Head of School. Mrs Bushra Adnan, Head of Post 16, Mr Adam Kearns, Associate Head of School, Mr. Nisar Khan, DSL & Pastoral Manager,Ms M Brown, Teaching & Learning Lead, Mr M Ali, Director of Learning, Mrs L Weston, Director of Learning, Ms H Dyer, Director of Learning, Ms S Ballinger, Director of Learning, Inclusion, Mrs J Seager, Director of Learning, SenDCo
Exams Manager	Sarah Wolverson
Other staff (if applicable)	Administration/Reception staff

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Queensbury Special 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:

- • The candidate is not present during morning breakfast club/registration and administration staff are unable to contact home/transport provider to see if student on route,
  - the candidate is not present on completion of the attendance register once candidates are seated and have started the examination (ICE 22.5)
  - The candidate has notified the school they will not be attending due to illness

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:

- Mrs S Wolverson, Examinations Officer

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

- Mrs S Wolverson with Ms S Watkins and/or Mrs B Adnan

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:

Candidates will complete any relevant self-certification form for any illness and provide further medical evidence if required for the school to support absence. Candidates will be charged an additional £75.00 administration fee for every examination missed due to unauthorized absence, alongside the entry fee for each examination. This is notified to parents and candidates via letters. Letters are issued physically and via school message boards

3. Special consideration

At Queensbury Special 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:

- Mrs S Wolverson alongside Ms S Watkins and Mr C Wilson. Checks are made with DSL and mentoring team for any personal circumstances that may warrant a special consideration application

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

No centre specific changes were made for 2026/2027