

**Tupton Hall School**  
REDHILL ACADEMY TRUST



# **Candidate Absent Policy**

Tupton Hall School

## Candidate Absent Policy

|                            |                    |
|----------------------------|--------------------|
| Centre name                | Tupton Hall School |
| Centre number              | 23146              |
| Date policy first created  | 03/07/2025         |
| Current policy approved by | Steve Roberts      |
| Current policy reviewed by | Steve Roberts      |
| Date of review             | 25/09/2026         |
| Date of next review        | 24/09/2027         |

## Key staff involved in the policy

| Role                        | Name                                                                                                              |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Head of centre              | Mr Andrew Knowles                                                                                                 |
| Senior leader(s)            | Mrs S Burton, Mrs C Burton, Mrs R Holland, Mrs J Lammin, Mrs A Lindley, Mr S Roberts, Mr D Thompson, Mr M Edwards |
| Exams Manager               | Miss Amy Roberts                                                                                                  |
| Other staff (if applicable) |                                                                                                                   |

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

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

- In relation to ICE 22.5 candidates that are absent will be identified when the students register in the Richard Smith Hall. Once absent candidates have been identified, SLT will ask the attendance team to make phone calls to those students parents. With the support of the Exams Officer  
If needed the attendance team will go and collect these students.

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:

- SLT staff will identify who is absent and will work with the exams officer and also the attendance team to get the absent students into school.

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

- Attendance Team and SLT

### 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:

Let the Exams Manager know if any candidates are absent so this can be checked alongside the list that we have from the students registering.

If any absent students turn up late/very late to let the exams officer know straight away

### The role of candidates

Candidates will be:

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

Additional responsibilities:

Charging for missed exams will be done on a case by case basis.

### **3. Special consideration**

At Tupton Hall 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:

- Amy Roberts- Exams Manager will submit all special consideration applications, along with any evidence that teaching staff have got.

## **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**

Charges for missed exams will be done on a case by case basis