



Absence Policy (Exams)

Oakfield Short Stay School

Absence Policy (Exams)

Centre name	Oakfield Short Stay School
Centre number	25370
Date policy first created	24/02/2026
Current policy approved by	Victoria Edwards
Current policy reviewed by	Victoria Edwards
Date of review	10/09/2026
Date of next review	30/09/2027

Key staff involved in the policy

Role	Name
Head of centre	Victoria Edwards
Senior leader(s)	Kevin Curtis - Lead for Behaviour, Pastoral, Attendance and Belonging Netsai Muzuva - Safeguarding Lead
Exams Officer	Victoria Palmer
Other staff (if applicable)	Helen Masoum - SENCO

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Oakfield Short Stay 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 Oakfield Short Stay School.

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

- They are not present when the attendance register is taken when other candidates are seated in the room prior to the start of the exam.
- If we are notified in advance by a parent/guardian that they will not be attending without a valid reason for their non-attendance (e.g. due to illness, bereavement etc)

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:

- The Exams Officer; to contact parents, record the absence and escalate to SLT.
- SLT to follow up on the reason for the absence, and outline any actions to prevent a recurrence.

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

- The Lead for Behaviour, Pastoral, Attendance and Belonging.
- The Safeguarding Lead

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:

Not applicable.

The role of candidates

Candidates will be:

- Subject to a review of unauthorised absences; repeated unauthorised absences may result in the parents/guardians being liable for the cost of the missed exams.

Additional responsibilities:

Not applicable.

3. Special consideration

At Oakfield Short Stay 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:

- Exams Officer
- SENCO

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

Not applicable.