



WESTON FAVELL
ACADEMY

Candidate Absence Policy (Exams)

Weston Favell Academy

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Centre name	Weston Favell Academy
Centre number	27248
Date policy first created	03/03/2026
Current policy approved by	Tim Marston
Current policy reviewed by	Lynne Freeland
Date of review	03/03/2026
Date of next review	03/03/2027

Key staff involved in the policy

Role	Name
Head of centre	Tim Marston
Senior leader(s)	Stuart Last - Senior Assistant Principal - Progress
Exams officer	Lynne Freeland
Other staff (if applicable)	Anne Marie Ceely - Exams Assistant Kirsty McKnee - Y11 Attendance Lead Jade Marais - Y11 Pastoral Deputy Bernadette Whelan - Sixth Form Manager Adeena Kiryanthan - Sixth Form Assistant

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Weston Favell Academy 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 Weston Favell Academy.

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

- Candidates register with the year teams upon arriving into school in the morning or before afternoon exams. Absentees and/or their parents/contacts are phoned or messaged to establish their whereabouts and if they will be able to attend school for their exam. Collection/safeguarding checks or arrangements will be made, if appropriate.

Exam registers are taken in each exam room within the first few minutes of the exam starting confirming absentees and this information is checked with the pastoral team and SLT supporting the exam. The Attendance team are then informed of the absentees list.

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
- A blue sheet is placed on the candidates desk clearly showing the candidates absence. If the student arrives late this same blue form is used to record their times.

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:

- Sixth form team and year11 pastoral team supported by Stuart Last.

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

- Sixth form team and year11 pastoral team supported by Stuart Last and the Attendance Team.

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 complete a pink absentees sheet confirming the absences which is collected by the exams team.

The role of candidates

Candidates will be:

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

Additional responsibilities:

N/A

3. Special consideration

At Weston Favell Academy 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:

- Information is gathered by the year group teams and passed onto the Exams Manager who records it on a spreadsheet which is shared with all relevant parties and signed off by SLT and then the EM applies for special consideration when enough evidence is available at the end of the exam series.

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

New policy this year.