



# Sibford

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## **Candidate Absence Policy**

Sibford School

## Candidate Absence Policy

|                            |                |
|----------------------------|----------------|
| Centre name                | Sibford School |
| Centre number              | 62211          |
| Date policy first created  | 19/09/2023     |
| Current policy approved by | Rebecca Evans  |
| Current policy reviewed by | Sarah Lake     |
| Date of review             | 08/10/2025     |
| Date of next review        | 01/10/2026     |

## Key staff involved in the policy

| Role                        | Name                                                     |
|-----------------------------|----------------------------------------------------------|
| Head of centre              | Rebecca Evans                                            |
| Senior leader(s)            | Jessica Boyle - Assistant Head (Academic and Operations) |
| Exams officer               | Sarah Lake                                               |
| Other staff (if applicable) |                                                          |

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Sibford School 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 on completion of the attendance register once candidates are seated and have started the examination (ICE 22.5)

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 ExamsAssist

## **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 Examinations Officer

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

- Head of Key Stage 4 for Year 11 and Head of Sixth Form for Year 12 and 13

### **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 must make the Examinations Officer aware in the event that a candidate is absent

### **The role of candidates**

Candidates will be:

- required to check their examination timetables carefully

Additional responsibilities:

- The candidate or parent/carer/guardian of the candidate is responsible for ensuring that the reason for any absence is reported to the Examinations Officer within 24 hours of the absence.  
The candidate or parent/carer/guardian of the candidate is responsible for ensuring that supporting evidence in relation to any absence is provided before special consideration will be considered
- The candidate or parent/carer/guardian of the candidate is responsible for ensuring that the Examinations Officer is made aware if the candidate is going to be late to their timetabled examination. The school office should be contacted on 01295 781200 in the event that a candidate is running late

### **3. Special consideration**

At Sibford 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 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:

- The Examinations Officer in liaison with the Assistant Head (Academic and Operations)

## **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**

Upon review in October 2025, the job title of Jessica Boyle has been updated.