



Inspire Education Trust

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Candidate Absence Policy 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to reflect JCQ changes 2024-2025. Changes highlighted in yellow.
V3			September 2025	Kelly Jobon	No changes refined layout

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Blue Coat School is managed in accordance with current requirements and regulations.

References in this policy to ICE and SC refer to the JCQ publications **Instructions for conducting examinations** and **A guide to the special consideration process**.

1. Introduction

This policy outlines the procedures for managing candidate absence during examinations at Blue Coat School, in accordance with JCQ regulations for the 2025/2026 academic year.

2. Purpose of the Policy

To confirm the arrangements for candidates who are absent from an examination and outline the steps taken to manage late arrivals, record absence, and apply for special consideration where appropriate.

3. Identifying and Dealing with Candidate Absence

A candidate is considered absent if:

- They are not present when the attendance register is completed after candidates are seated and the examination has started. (ICE 22.5)
- They are not present when a register is taken before candidates enter the room under supervised conditions.

Once identified as absent, the following actions are taken:

- The candidate is contacted immediately to determine their whereabouts and arrangements are made for their arrival.
- If the candidate fails to attend, their absence is recorded on the attendance register and seating plan.
- The absence is also logged in the Exam Room Incident Log and Absence Report.

Late and Very Late Arrivals

Blue Coat School reserves the right to exercise discretion in allowing candidates who arrive after the start of the examination to sit the exam.

4. Definitions

- **Late Arrival:** Candidate arrives within one hour of the awarding body's published start time. (ICE 21.3)
- **Very Late Arrival:** Candidate arrives more than one hour after the published start time or after the published finish time for exams under one hour. (ICE 21.3)

For very late arrivals, Form JCQ/VLA will be submitted via the Centre Admin Portal within 7 days, detailing arrival time, supervision, and exam security assurances. (ICE 21.4)

5. Roles and Responsibilities

Staff responsible for managing candidate absence:

- SLT Members
- Attendance Officer: Sarah Hartup
- Exams Manager: Kelly Jobson
- Exams Assistant: Martin Dorrington
- Staff responsible for managing persistent absence:
- Head of Centre: Lisa Henden
- Senior Deputy Head: Alex Tomlinson

Invigilators will:

- Be trained on procedures for managing absence before the exam series. (ICE 22.4)
- Clearly mark absent candidates on the attendance register.

Candidate Responsibilities

Candidates will be re-charged any relevant entry fees for unauthorised absence from examinations.

6. Special Consideration

If a candidate is absent from a timetabled written examination for an acceptable reason, they may be eligible for special consideration. Conditions include:

- The exam is in the candidate's terminal exam series. (SC 4.2)
- The candidate has completed or will complete the required percentage of the assessment. (SC 4.5)
- The application is supported by appropriate evidence signed by a senior leader. (SC 6)

Special consideration requests are managed by:

- Exams Manager: Kelly Jobson

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards