



LUTTERWORTH
HIGH SCHOOL

Candidate Absence Policy (Exams)

Academic Year 2025 -2026

Candidate Absence Policy

Centre Name	Lutterworth High School
Centre Number	25269
Date policy first created	10/10/2024
Current policy approved by	The Governing Body
Current policy reviewed by	Donna Kosack - Exams Officer / Natalie Tebbatt – Deputy Head
Date of next review	01/10/2026

Key staff involved in the policy

Role	Name
Head of Centre	Mr Julian Kirby
Senior leader(s)	Amy Hunter, Natalie Tebbatt (Deputy Headteachers) Aaron Mehta, Georgia Birk (Assistant Headteachers) Caroline Creed (Operations Manager)
Exams officer	Donna Kosack
Other staff (if applicable)	

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

Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Lutterworth High School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Lutterworth High 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.

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 Once a candidate is identified as absent from an examination, the

following action will be taken:

- The candidate will be contacted immediately 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 examiner/marker

The candidate absence is noted on the seating plan by crossing through the candidate details

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:

Donna Kosack - Exams Officer

Natalie Tebbatt - Deputy Head

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

Natalie Tebbatt - Deputy Head

Amy Hunter - Deputy Head

Safeguarding Julian Kirby - Head of Centre

The role of invigilators

- Invigilators will: Be informed of the process for dealing with absent candidates through training and ensure that absent candidates are clearly indicated on the attendance register

Additional responsibilities:

Inform the Exams Officer immediately of any absent candidates.

The role of candidates

Candidates will be:

- If a candidate is absent from an exam without sufficient reason and evidence i.e. doctors letter, they may be charged for the entry fee.

Additional responsibilities:

Should a candidate be taken ill on a exam day they must seek medical advise and provide a doctors certificate to explain the absence. The candidate must inform the school of the situation before the start time of the exam to see if alternative arrangements can be made. At no point can timetabled exams be re-scheduled due to illness.

Special consideration

- At Lutterworth High 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 terminal grade by the awarding body, providing the following conditions are met: The examination is in the candidate's terminal exam series
- 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
- The application for special consideration can be supported by signed evidence produced by a member of the senior leadership team

It is the responsibility of the following member(s) of staff to deal with special consideration requests and applications:

Natalie Tebbatt – Deputy Head

Julian Kirby - Head of Centre