

Exmouth Community College



Candidate Absence Policy (Exams) 2017/18

This plan is reviewed annually to ensure compliance with current regulations

Policy Details	Date
Policy ratified by	Curriculum Committee
Policy agreed by governors	9.1.18
Review Cycle	Annual
Policy Review date	January 2019
Version	V1 Spring 2018

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Candidate Absence Policy (Exams) 2017-2018

Purpose of the Policy:

To ensure that the process for candidate absence is clear with defined roles and responsibilities.

- A designated person for KS4/Post-16 is identified in advance of the main examinations. They will be present in the Examinations Office at the beginning of every examination session in order to follow up absences promptly.
- Invigilators must report absences at the earliest opportunity by texting the designated absence number which is monitored throughout the exam period.
- The designated absence monitor will liaise with the relevant Key Stage Office who will contact the candidate's parent/carer and/or the candidate to query the absence. If relevant, the parent/carer will be asked to supervise the candidate until they arrive in College.
- The Exams Office must be kept informed regarding any potential late arrivals/candidate illness/other relevant issues.
- The Exams Officer will apply for Special consideration if a student is absent and meets the required criteria (see Special Consideration Policy)
- Persistent unauthorised absence will be reported to the Head of Year and candidates might be liable for the cost of the examination fees.