



PEGASUS ACADEMY

Candidate Absence Policy 2025/26

Issue number:	001
Approved by:	Kimberley Buttery
Date:	September 2025
Review date:	September 2026

This procedure is reviewed annually to ensure compliance with current regulations

Key staff involved in the procedure

Role	Name(s)
Head of centre	Andrew Landers
Exams officer	David Ingram
Senior leader(s)	Andrew Landers, Kimberley Buttery, Sarah Lawson, Sonya Griffiths & Maxine Young

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

Purpose of the policy

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

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

Identifying and dealing with candidate absence

A candidate will be considered absent from an examination if the candidate is not present when a register is taken before candidates are invited to enter the room, under supervised conditions, to start their examination.

Once a candidate is identified as absent from an examination, they 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, a confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker and the candidate absence is clearly noted on the seating plan.

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:

- Y11 Learning Manager
- Members of SLT

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

- Y11 Learning Manager
- Members of SLT

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)
- Notify the Exams Officer of any candidates who are absent from the exam room

The role of candidates

Candidates will:

- Make every effort to arrive promptly for all their examinations
- Inform the academy immediately, following the absence policy, if they are too unwell to attend an examination
- Candidates may be re-charged any relevant entry fees for unauthorised absence from examinations

Special consideration

At Pegasus Academy if a candidate is absent from a scheduled 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 (SC 4.1)
- 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 4.3)
- All applications **must** be supported by appropriate evidence signed by a member of the senior leadership team. **The centre must retain this evidence until after the publication of results.** Where a candidate is absent from an examination for an acceptable reason, a proportion of cases will be sampled by an awarding body for quality assurance purposes. A centre may be asked by an awarding body to provide signed evidence (SC.6).

It is the responsibility of the Exams Officer, supported by the Assistant Principal with responsibility for exams Miss Kimberley Buttery and the Head of Centre Mr Andrew Landers to deal with special consideration requests and applications and ensure they are submitted in good time by the specified deadline published by the respective awarding body/bodies in question.