

UNIVERSITY ACADEMY  
LONG SUTTON



UNIVERSITY OF  
**LINCOLN**

ACADEMY TRUST

## **The University Academy Long Sutton**

*Principal: Liam Davé (B.Sc. Hons.)*

# **Candidate Absence Policy (Exams) 2025-2026**

Adopted by The University Academy Long Sutton Governing  
Committee:

To be reviewed annually  
Review date: March 2026

## Purpose of the policy

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point University Academy Long Sutton 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) OR 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, etc.
- 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 the seating plan by crossing through the candidate details
- A review by the HOC, if unavailable the Vice Principal, and EO to evaluate if a recovery of exam fees from the Candidates Parent/Carer is appropriate. Candidates will be expected to pay the entry fees for any exams that are missed, without good reason, unless otherwise agreed by the head of centre/EO.

## 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:

- Liam Davé (Head of Centre)
- Simon Gilman (Vice-Principal)
- Ashleigh Sanderson (Attendance Officer)
- Gary Croxford (Exams Officer)

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

- Liam Davé (Head of Centre)
- Simon Gilman (Vice-Principal)
- Ashleigh Sanderson (Attendance Officer)
- Gary Croxford (Exams Officer)

### **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:

- Once Invigilators have checked attendance within the relevant examination room they should notify the Exams Officer, by radio, of the occurrence so a confirmation can be completed

### **The role of candidates**

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

Additional responsibilities:

- To ensure they understand the impact of exam absence Candidates should check the provided Exam Handbook as well as the UALS website with reference to being absent from examinations.


## **3. Special consideration**

At University Academy Long Sutton 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 appropriate evidence signed 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:

- Liam Davé (Head of Centre)
- Simon Gilman (Vice-Principal)
- Ashleigh Sanderson (Attendance Officer)
- Gary Croxford (Exams Officer)

Ratified by: .....  ..... P.P. (Chair of Governors)

Date: ..... 11/3/25 .....