



The BRIT School

Candidate Absence Policy

2025-2026

KEY STAFF INVOLVED IN CONTINGENCY PLAN

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Louise Cooper Katie Findlater
Exams Officer	Charlotte Byrne

Purpose of the procedure.

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

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at The BRIT School. An absent candidate may arrive once the exam is underway, becoming a late or very late arrival, at which point The BRIT 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 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 candidate's absence is noted on the seating plan by crossing through the candidate details. A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker.

Roles and responsibilities.

It is the responsibility of the Exams Officer, the relevant Senior Leader, the Attendance Officer, and the Head of Year to deal with candidate absence once it has been identified. It is the responsibility of the relevant Senior Leader and the Head of Year to deal with candidates who are persistently absent from examinations.

The role of invigilators

Invigilators will be informed of the process for dealing with absent candidates during their training, and will ensure that absent candidates are clearly indicated on the attendance register (ICE 22.4).

The role of candidates

Parents / carers of candidates should contact the centre as soon as it is known that a student will be not attending. Candidates are made aware that if they are re-sitting Mathematics or English Language exams are charged any relevant entry fees for unauthorised absences from examinations.

Special consideration.

At The BRIT 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 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 the centre with appropriate evidence authorised by a member of the senior leadership team (SC 6)

It is the responsibility of the Exams Officer to deal with special consideration requests and applications.