



**THE HART
SCHOOL**
*Creative
Education
Trust*

Candidates Absence form Exams Policy 2019/20

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
David Thompson Vice Principal	
Date of next review	September 2020

The Hart School

Candidates Who Are Absent From Exams Policy

Once all candidates are seated in the exam room the EO notes which students are absent from the exam. This is then immediately reported to the Attendance Officer who will advise of any student sickness absence.

For students who have unexplained absence the Attendance Officer and EO will telephone parents via contact details in SIMS to ascertain the issue. SLT will then be advised of any students who have an unexplained absence from the exam and a decision will then be made on the outcome of the absence.

(Special Consideration for sickness / collect student from current location if well enough to attend and have enough time before being recorded Very Late for their exam).

SLT will consider candidates who are persistently absent from their exams on an individual basis according to circumstances regarding their absences.

Candidates will be charged for entries if they fail to attend without good reason or if course work is incomplete without good reason.