

Ethos Academy Trust

Candidate Absence Policy

2025 - 2026

1	Summary	This policy outlines the absenteeism policy for candidates sitting examinations.			
2	Responsible person	Invigilators / Exams Officer			
3	Accountable ELT member	Mel Kilner			
4	Applies to	Ethos College			
5	Trustees and/or individuals who have overseen development of this policy	N/A			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Mel Kilner			
8	Ratifying committee(s) and date of final approval	Head Teacher			
9	Version Number	1.4			
10	Available on	Every	Y	Trust Website Academy Website Staff Portal	N N Y
11	Related documents (if applicable)				
12	Disseminated to	Entire college			
13	Date of implementation (when shared)				
14	Date of next formal review	November 2026			
15	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
19/09/24	1.3		No Changes
25/11/25	1.5	Minor Changes	Staff Changes.

Note: Ethos exam sessions start at 9.30 am and 1.00 pm.

- ▶ Candidates who are unable to attend due to an acceptable reason must phone the centre as early as possible. Written evidence (for example, medical note) will be requested
- ▶ If a candidate is absent thirty minutes before the start of an examination (and has not contacted the centre), group staff will inform the Attendance Officer and the Exams Officer. Group staff or the Attendance Officer will phone the candidate to ascertain the reason for absence. If necessary, a member of staff will make a home visit to bring the candidate in to the centre.
- ▶ For candidates who are absent for acceptable reasons the Special Consideration guidance will be followed. If required, written evidence will be requested (i.e. medical note from GP/hospital etc.)
- ▶ If an absent candidate subsequently arrives late the processes outlined in the “Candidate Late Arrival Policy” will be followed.
- ▶ If a candidate fails to arrive at the centre by the end of the examination they will be marked as absent. Invigilators must mark the candidate’s absence on the seating plan. The Exams Officer then completes the attendance register which is submitted to the awarding body. Absent candidates are clearly marked as such.