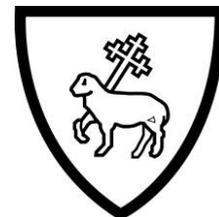


Date of review	May 2025 (Updated February 2026)
Next review	May 2026
Approval by	Principal
Review frequency	Annually
Date of approval	9 May 2025



# Brockington College

## Lateness and Absence (Examinations) Policy

### Key staff involved in the policy

Role	Name
Head of Centre	Jon Barton
Senior leader(s)	Kate Simpson
Exams officer	Joanne Warner

### 1. Introduction

- 1.1 Brockington College, a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective, with a commitment to learning and maturing in the context of communal and individual development.
- 1.2 We lay particular stress on the Christian values of compassion, forgiveness, justice, koinonia, learning, perseverance, respect and wisdom for individuals and across the school community.

### 2. Purpose of the policy

- 2.1 The purpose of this policy is to confirm the arrangements for candidates who are late and/or absent from an examination at Brockington College.

### 3. Policy for late and absent candidates to examinations

- 3.1 An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Brockington College 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.
- 3.2 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.
- 3.3 A student who arrives after the start of the exam may be allowed to enter the examination room and sit the examination at the discretion of the head of centre. They will be considered late if they arrive after the start of the examination and (for an examination which lasts an hour or more) up to 10.00am for a morning exam or up to 2.30pm for an afternoon exam.
- 3.4 A student who arrives after the start of the examination must be given the opportunity to sit the examination for its published duration, subject to JCQ regulations.
- 3.5 A candidate will be considered very late if they arrive more than one hour after the awarding body's published starting time for an examination of more than one hour, ie **after 10.00am for a morning examination** or **after 2.30pm for an afternoon examination**.
- 3.6 For examinations of less than one hour, a student will be considered very late if they arrive after the awarding body's published finishing time for the examination.

- 3.7** Where a student is considered very late, the centre must advise the awarding body. The parent/carer must ensure that the student is supervised by them from the point of being contacted by the centre until they are handed over to the centre personnel.
- 3.8** A candidate who arrives very late will be warned that the awarding body may not accept their script.
- 3.9** A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier. (ICE 21.5)  
The awarding body will be informed of the situation and will decide whether to accept the script (ICE 21.6)
- 3.10** Exam invigilators are aware of any candidates who arrive late/very late and are given the required instructions prior to starting the exam (the invigilator's announcement) without disturbing other candidates.
- 3.11** The exams office will submit on-line using the Centre Admin Portal a candidate who is very late for an examination.
- 3.12** Parent/carers will be informed of the outcome of the awarding body's decision.
- 3.13** Where a student is identified as absent, the student's parent/carer will be contacted immediately as to the student's whereabouts and as far as possible arrangements made to ensure their immediate arrival.
- 3.14** Where students are absent without a valid reason, the parent/carer will be required to pay the entry fee for the examination. Parents/carers must contact the exams officer on 0116 2846120 or Brockington College on 0116 2863722 to inform of absence. In the event of unavoidable illness, a doctor's certificate will be required.
- 3.15** If a student is absent from a timetabled written exam for an acceptable reason, the student may be eligible for special consideration. This is where an adjustment may be made to the student's terminal grade by the awarding body provided the following conditions are met:
- The exam is in the student's terminal exam series
  - The student 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
  - The application can be supported by appropriate evidence signed by a member of the senior leadership team
  - It is the responsibility of the exams officer to deal with special consideration requests and applications
- 3.16** If a student persistently arrives late for examinations, they may not be allowed entry to further examinations, if arriving late. In this case, parents/carers will be required to pay examination entry fees.