

Date of review	February 2022
Next review	February 2023
Approval by	Principal
Review frequency	Annually



Brockington College

Lateness and Absence (Examinations) Policy

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. Policy for late and absent candidates to examinations

- 2.1 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.
- 2.2 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.
- 2.3 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**.
- 2.4 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.
- 2.5 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.
- 2.6 Parent/carers will be informed of the outcome of the awarding body's decision.
- 2.7 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.
- 2.8 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.

Signature: Date:

Printed Name: Position: