

Examination Absence Procedure

Policy for Absence from External Examinations

Before each examination season pupils will receive an individual examination timetable. This will be given to pupils by their tutors as part of an examination pack at least one month before the start of the examination season. It is extremely important that all parents/guardians check these timetables and return the attached reply slip.

If a pupil is going to be absent from a timetabled examination it is the responsibility of the pupil/parent to contact the school by 8:30am on the day of the examination at the latest.

A letter will be sent to all absent pupils asking them to provide an acceptable reason for their absence within 10 working days of the examination. If pupils cannot provide an acceptable reason for their absence they will be invoiced for the full amount of the examination.

Examination certificates will be withheld until all necessary payments are made.

If pupils are absent from an examination due to illness they must provide the school with a doctors note stating that the pupil was unfit to sit an examination.

Unacceptable reasons for absence include:

Holidays

Minor illness

Failure to prepare properly for the examination

Misreading the timetable

Sporting events (unless at international level).

All cases will be treated individually.