



**ABMA EDUCATION
AUTHORISED
ABSENCE POLICY
AAB/POL/010**



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ABMA Education Authorised Absence Policy

Introduction

This policy is aimed at our customers, including learners, who are delivering/enrolled on or have taken an ABMA Education (hereafter 'ABMA') approved qualification or unit. It sets out the process you should follow when submitting information regarding an authorised absence.

Centre Responsibility

It is important that members of your staff involved in the management, assessment and quality assurance of our qualifications, and your learners are aware of the contents of this policy.

Review Arrangements

We will review this policy annually as part of our self-evaluation arrangements and revise it as and when necessary, in response to lessons learned, customer and learner feedback or requests from, or good practice guidance issued by Ofqual.

If you would like to feedback any views please contact us via the details provided at the end of this policy.

Authorised Absence

If a learner is unable to attend an examination due to medical reasons or work commitments, they must inform us as soon as possible and provide appropriate evidence to support their absence.

Acceptable forms of evidence include:

- A doctor's note or medical certificate detailing the nature and duration of the medical condition.
- An employer's letter explaining the work commitments that prevent the learner from attending the examination.

This evidence should be submitted promptly and within 14 days from the date of the examination(s) affected to ensure that the absence is authorised, and any necessary arrangements can be made. Failure to provide adequate notice and evidence may result in the absence being recorded as unauthorised.

Extenuating Circumstances

If evidence cannot be submitted by the stipulated deadline due to extenuating circumstances, for example, if the learner was hospitalised and had not been discharged, please inform us and we may be able to grant an authorised absence due to extenuating circumstances. In this instance the medical report must be submitted to us as soon as it is available and before the learner examines in the future.

Granted Authorised Absence

If a learner is granted an authorised absence, this will be confirmed via email. The centre must ensure that the authorised absence is noted on the Examination Entries Spreadsheet and the Fee Breakdown for the Examination Series in which the learner next intends to take the absent unit(s).

Unauthorised Absence

A learner is issued an unauthorised absence if they fail to attend an examination and do not provide sufficient evidence that would grant them an authorised absence.

Learners issued with an unauthorised absence will lose any fees paid for the missed assessment(s) and will be expected to pay for the next assessment that they are entered for.

Appeals

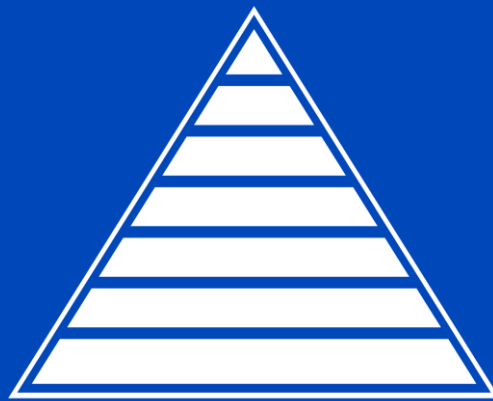
If you wish to appeal against our decision to decline requests for an authorised absence, please refer to our Appeals Policy which is available on our website.

Contact Us

If you have any queries about the contents of the policy, please contact us at:

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