



## PURPOSE:

Promoting Students to the next grade or retaining them to repeat the class as per ADEK private Schools Policy and Guidance Manual (2014-2015).

To emphasize that student should normally be educated in a group consisting of students of the same group, because research indicates that requiring students repeat a grade level does not generally lead to the improvement of the student's educational level, attainment and achievements.

To set out clear guidelines with regard to students who are considered exceptions to the general rule in order to safeguard their interests.

## DEFINITIONS:

For the purpose of this policy the promotion of students to the next grade is understood as moving individual students sequentially from the current grade to the next grade, after fulfilling promotion requirements. Retention is where students are held back in their current grade or year, rather than moving up with the rest of their peers due to their failure in meeting requirements of promotion to the following grade and after following guidelines included in this policy.

The Academic Review committee is School sub-committee responsible for determining whether or not a student be retained, and is convened by invitation of the School Principal.

## POLICY STATEMENT:

1. It is typically right for students to be promoted with others of the same age sequentially from year to year. It is the school's responsibility to ensure that students remain on track.
2. Promotion is based on a student's end of the year results. Promotion will occur at the end of each academic year with students remaining in their age cohort.
3. Promotion will occur for all kindergarten students, except in unusual circumstances where a significant lack of progress has been made in achieving the learning objectives of the established curriculum. Parents can request their child's retention following a discussion with the kindergarten Head of Section. The school Principal must approve all retentions at the kindergarten age group level.
4. Students in grades 1 to 9 and 11 must achieve a 35% average in all subject areas and Ministry subjects 50%.
5. Students of grades 10 and 12 must achieve 33% in all subjects and 60% in Ministry subjects to achieve promotion status.
6. Students who follow an Individual Education Plan (IEP) will be promoted to the next grade level provided that they have met all learning objective as stated in their IEP.
7. Students who receive failing marks in four subject areas must repeat the class. There is no chance of promotion through participation in Re-examination.
8. Re-examination takes place immediately after the end of year examinations in March. Promotion occurs for students who achieve a passing grade. If a student fails any of the Re-examination the student must remain at the same grade level without promotion. If a student is absent for the Re-





examination without a valid excuse, the student will be considered as having failed the exam and the student will not be promoted.

**SCHOOL STAFF AT EMIRATES FUTURE INTERNATIONAL ACADEMY will follow the below guidelines in all decisions about promotion and retention:**

- i. The research findings indicate that requiring students to repeat a grade/Year level does not lead to improved achievement for the student. The school must explore all potential alternatives to retention. If a student is failing to make the expected progress, the school must immediately notify the student's parents/ Guardians and hold a meeting to discuss measures to be taken to provide the student with additional learning support
- ii. The school must propose particular ways of helping the student through its interventions, which may include modifications/improvements to the teaching program, to support the student in making the desired progress. The school must repeat back to the parent/Guardian concerning the impact of such interventions on a regular basis. The school cannot decide to retain a student in the same grade except after following all procedures outlined in the ADEK policy Manual.
- iii. If a student fails to progress following a concerted effort by all school staff to support and guide the struggling student, procedures are in place to examine the next course of action to be taken, including retention at the current grade level.

**RETENTION PROCEDURES:**

- i. KG1 to Grade 5: All students enrolled in KG1 to Grade 5 at EMIRATES FUTURE INTERNATIONAL ACADEMY achieve promotion to the next grade level, except in rare circumstances and the approval of the parent/guardian. The decision to retain a student in the same grade level will be taken after considering the guidelines included in this policy.
- ii. Grades 6 to 9 and 11: As stated in the ADEK Private Schools policy and Guidance Manual, all students in grades 6 to 9 and 11 will be granted promotion to the next grade except when they do not meet the promotion requirements as per the Council – approved curriculum.
- iii. A student cannot be retained more than two consecutive times as a maximum, and no more than two different grades during the entirety of his school education. The school must provide such a student with the necessary learning support.

Student retention cannot occur three times. They must receive special care in the form of additional academic or social support from the school community.

- iv. Teachers must identify struggling students as soon as possible and ensure the development of provisions, which will assist in the improvement of the student's academic results. Teachers must collaborate with all individuals in the school community who specialize in the development of students who require extra educational support.

**v. STUDENTS WITH SPECIAL EDUCATION NEEDS:**

All students on an Individual Education Plan who meet their objectives progress to the next age appropriate placement and grade level sequence. Schools are not permitted to retain or fail students with special needs in a grade/year level. If a student with special needs is not making the





expected progress, this would suggest that the goals and objectives set forth in their personal individual educational plan need to be adjusted.

vi. As outlined in the ADEK Private Schools Policy and Guidance Manual, the decision-making process regarding the retention is led by the School Principal who should consult with the members of the Academic Review Committee. And the final decision shall be based on the collective decision of the following:

- a) All teachers who worked with the student over the course of the current academic year.
- b) The school Social Worker.
- c) Core subject Head of the Department.
- d) Parents/Guardians.

Members of this team must determine if retention or promotion to the next grade will be better assist student achievement.

vii. The Academic Review Committee shall consider a number of factors which may improve the student's education levels, Paying particular attention to the following consideration especially when a final decision is being taken:

- a) The social and development impact on the student that would result if he or she were separated from their peers.
- b) School reports showing progress or lack of progress over two or more years.
- c) The School's curriculum as approved by the Council.
- d) The capacity of the school to provide an improved, differentiated learning experience and support for students who have in the past been retained.
- e) Whether or not the student has already been previously retained.
- f) Whether a student has been assessed for special education needs, and whether the student is in need of an Individual Education Plan which can better serve his/her individual learning needs.

viii. The Academic Review Committee shall document a clear course of action to be taken to ensure the academic success of the student during the upcoming academic year based on the decision to promote the student with significant support or to retain the student at the current grade level.

### THE SCHOOL PRINCIPAL WILL:

Develop and implement the School's Promotion and Retention Policy and ensure that it makes clear the School's approach to the promotion and retention of students.

Review all Students' progress and make sure that the correct procedures are carried out in each case of promotion or retention.

