



## 1. Policy Statement

This policy establishes the process and considerations that will guide decisions about grade level promotion and retention for pupils in FS1 to Year 13. For the purpose of this policy, the **promotion of pupils to the next grade** is understood as moving individual pupils sequentially from the current grade to the next grade, after fulfilling promotion requirements. **Retention** is where pupils 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 the guidelines included in this policy. The **Academic Review Committee (educational)** is a School sub-committee responsible for determining whether or not a pupil should be retained, and is convened by invitation of the Head Master.

The policy is written to be in accordance with Abu Dhabi Education Council and Ministry of Education requirements.

## 2. Aims

### Age groups

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

### Exceptions

To set out clear guidelines with regard to pupils who are considered exceptions to the general rule set out in Policy (45), in order to safeguard their interests.

## 3. Practice and Procedure

It is typically right for pupils to be promoted with others of the same age sequentially from year to year. It is the School's responsibility to ensure that pupils remain on track.

### Foundation Stage 1 to Year 6

All pupils in FS1 to Year 6 will be promoted to the next grade, except in rare circumstances and where there is the approval of the guardian. The decision to retain a pupil in the same grade will only be taken after considering the guidelines included in this policy.

### Year 7 to Year 13

All pupils in Years 7 to 13 will be promoted to the next grade (or will graduate in the case of Year 13 pupils) except when they do not meet the promotion requirements as per the curriculum. A pupil cannot be retained in a certain grade more than two consecutive times as a maximum, and no more than two different grades

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during the entirety of his school education. The school will provide all pupils with the necessary learning support to enable them to succeed.

The school follows the graduation requirements for Year 13/Grade 12 pupils as per the approved curricula's requirements, in addition to the placement requirements issued by the NQA (National Qualification Authority), for pupils who want to get equivalencies of their high school with UAE High School, or Ministry of Education Grade 12 High School.

### Pupils with Special Education Needs (SEN)

All pupils on an Individual Education Plan who meet their objectives and targets progress to the next age-appropriate placement and grade-level sequence. We do not retain or fail pupils with special needs in any academic year. If a pupil with special needs is not making the expected level of progress, then the goals and objectives set forth in their personal Individual Education Plan will need to be adjusted accordingly.

### 4. Assessment and Record Keeping

The school will explore all potential alternatives to retention, and the following steps will be taken if a pupil is failing to make the required progress for their particular age range:

- Immediately notify the pupil's parents / guardians and hold a meeting to discuss measures to be taken to provide the pupil with additional learning support;
- An intervention plan will be put into place and this may include modifications to the teaching programme to support the pupil;
- Regular updates will be provided to the parents / guardians concerning the impact of such interventions on a regular basis;

No pupil can be held back in the same year unless the above steps have been taken.

### 5. Staffing and Resources

#### Academic Review Committee Members

Head Master  
Relevant Head of School  
Academic Deputy

#### Academic Review Committee (ARC)

If the above steps have all been taken and the pupil is still not making the required level of progress then the matter shall be referred to the Academic Review Committee (ARC). The ARC consists of the Head Master,

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the relevant Head of School and the Academic Deputy. The Head Master will consult with the members of the Academic Review Committee concerning the retention of the pupil or their promotion to the next grade, and the final decision shall be based on the collective decision of the following:

- Teacher recommendations from the current academic year;
- The School Counsellor;
- The SENCO;
- The parents / guardians

The Academic Review Committee shall consider a number of factors which may improve the pupil's education levels, paying particular attention to the following considerations especially when a final decision is being taken:

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

### 6. Associated documents

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Reference should be made to the:

- ADEC Policy 46: Promoting Students to the Next Grades or Retaining them to repeat – Corresponding to Article (51) of the Organising Regulations
- Graduation Policy

### 7. Monitoring and Review

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This document is reviewed annually in September by the DHM (T&L).

### 8. Approved by

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Head Master on behalf of the College: \_\_\_\_\_

Chairman on behalf of the Governors: \_\_\_\_\_

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Updated to include the Academic Review Committee.	Deputy Head (T&L)	October 2015
2.0	Updated to cover the changes requested by the ADEC School Policy Review 2017-18	Changes made by AMF (DHM and V-P)	June 2017
3.0			

