



AL BASMA BRITISH SCHOOL

2023-2024

Policy: Student Promotion and Retention

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Corresponding to Policy (46&47) and Article (51&52) of the Organising Regulations

DEFINITION(S):

For the purpose of this policy, the **promotion of students to the next year** is understood as moving individual students sequentially from the current year to the next year, after fulfilling promotion requirements.

Retention is where students are held back in their current year, rather than moving up with the rest of their peers due to their failure in meeting requirements of promotion to the following year, and after following the guidelines included in this policy.

The School refers to Al Basma British School.

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

PURPOSE(S):

- To emphasise that students should normally be educated in a group consisting of students of the same age group, because research indicates that requiring students to repeat a year level does not generally lead to the improvement of students' educational level, attainment and achievements.
- To set out clear guidelines with regard to students who are considered exceptions to the general rule set out in Private Schools' Policy (45), Distributing Students in Classes According to Age Group, corresponding to Article(50) of the Organising Regulations and Al Basma's Student Admission, Registration and Distribution Policy, in order to safeguard their interests.
- To monitor the progress of students who perform below expected standards and learning outcomes and to ensure that the schools has offered them appropriate support and intervention programmes.
- To keep a record of all students failing to make progress as a reference for the Council, School, students, Parents and Guardians

POLICY:

Promotion or Retention

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.

Herein is the School's Promotion and Retention Policy. In this policy, the School includes a

clear statement of the age requirements for each year-group or year level according to the Council's requirements, and an explanation of the processes and criteria that the School will use in determining the need to retain a student in the same year group.

There is no retention in the English National Curriculum. Therefore retention in this context would be in exceptional circumstances and only if a child's social, emotional and developmental well-being would benefit from such a move.

Within the English National Curriculum the level of work is tailored to a student's ability and lower and higher ability students are accommodated accordingly. Academic ability and Special Educational Needs do not lead to retention within the English National Curriculum.

FS, KS1 and 2 (FS1 to Year 6)

- All students in FS, KS1 and KS2 will be promoted to the next Year, except in exceptionally rare circumstances of complex need where the social and emotional well-being of the child would benefit. The decision to retain a student in the same year will be taken after considering the guidelines included in the corresponding Private School's policy (46).

KS 3, 4 and 5 (Years 7 to 13)

- All students in years 7 to 10 will be promoted to the next year. The school must provide low ability students with the necessary learning support.
- The School shall follow the graduation requirements for Year 11 to 13 students as per their approved curriculum's requirements and the MOE requirements for the Thanaweya.

Students with special education needs

- All students on an Individual Education Plan who meet their objectives progress to the next age-appropriate placement and year-level sequence. Schools are not permitted to retain or fail students with special needs in a year/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 Education Plan need to be adjusted (see Private School's Policy (48) Students with Special educational Needs corresponding to Article (53) of the Organising Regulations and Al Basma's SEN Policy).

ADEK Minimum Age Requirements for each Year:

FS1 - The students must have turned 3 years old on or before the 31st of August of the school year during which the student is registered.

FS2 - The students must have turned 4 years old on or before the 31st of August of the school year during which the student is registered.

Year 1 - The students must have turned 5 years old on or before the 31st of August of the school year during which the student is registered.

Year 2- The students must have turned 6 years old on or before the 31st of August of the school year during which the student is registered.

Students who do not meet the minimum age requirements for admission to FS1 to Y2 cannot be admitted regardless of their ability or academic history. ADEK will not approve any exceptions to this minimum age requirement for these year groups.

From Year 3 admission is dependent on successful completion of the preceding academic year. Whilst age is a consideration it is not a deciding factor.

Year 3 - The students must have turned 7 years old on or before the 31st of August of the school year during which the student is registered.

Year 4- The students must have turned 8 years old on or before the 31st of August of the school year during which the student is registered.

Year 5 - The students must have turned 9 years old on or before the 31st of August of the school year during which the student is registered.

Year 6- The students must have turned 10 years old on or before the 31st of August of the school year during which the student is registered.

Year 7 - The students must have turned 11 years old on or before the 31st of August of the school year during which the student is registered.

Year 8- The students must have turned 12 years old on or before the 31st of August of the school year during which the student is registered.

Year 9 - The students must have turned 13 years old on or before the 31st of August of the school year during which the student is registered.

Year 10- The students must have turned 14 years old on or before the 31st of August of the school year during which the student is registered.

Year 11- The students must have turned 15 years old on or before the 31st of August of the school year during which the student is registered.

For Year 12 and 13 admission students must meet the Thanaweya graduation requirements of the preceding academic year before they can be accepted. Whilst age is a consideration it is not a deciding factor.

Year 12- The students must have turned 16 years old on or before the 31st of August of the school year during which the student is registered.

Year 13- The students must have turned 17 years old on or before the 31st of August of the school year during which the student is registered.

Guidelines and Considerations

The research findings indicate that requiring students to repeat a year level does not lead to improved achievement for the student. Therefore, the School will explore all potential alternatives to retention. If a student is failing to make the expected progress, the School will 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.

The School will 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 will report back to the Parents/Guardians concerning the impact of such interventions on a regular basis. The School will not decide to retain a student in the same year except after following all procedures outlined in the Private Schools' Policy Manual.

When the School considers retaining a student, the decision shall not be made by any individual person, but rather by a School sub-committee (Academic Review Committee (educational)) which is headed by the Principal. The Principal will consult with the members of the Academic Review Committee (educational) concerning the retention of the student or their promotion to the next year, and the final decision shall be based on the collective decision of the following:

- All teachers who have taught or worked with the student during the current academic year.
- The social worker and heads of the Teaching Faculties.
- The School's Special Educational Needs Coordinator, or someone with a similar position.
- The Parents/Guardians.

The Academic Review Committee (educational) shall consider a number of factors which may improve the student'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 student 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 the Council.
- The capacity of the School to provide an improved, differentiated learning experience and support for students who have in the past been retained.
- Whether or not the student has already been previously retained.
- 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 (see Policy (48) Students with Special Educational Needs and Al Basma's SEN Policy).

Parents can request that their child repeat an academic year. This must be requested in writing and it must be agreed by the school that it is in the child’s best interest. The written request, together with supporting documentation and a letter of no objection from the school must be submitted to ADEK by the school. The request is subject to ADEK approval. ADEK’s decision on these matters is final and is not open to review.

Reporting to the Council

The School will prepare mid and end of academic year reports, listing the names of all children who are unable to achieve any particular academic progress, outlining the procedures implemented by the School to support them. These reports should be submitted to the Council if requested. The report shall include the list of the names of the students who are unable to make any particular progress, with details and evidence of measures taken by the School to support those students. For example, periodic student reports sent to Parents/Guardians, detail of support strategies made available to the student, and meetings with the Parents/Guardians at which the student’s lack of progress was discussed.

ROLES AND RESPONSIBILITIES:

The School Owners will:

- Review the School’s Promotion and Retention Policy to ensure that it takes into account the Council’s requirements in this regard.

Principals 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.
- Report to the Council if requested cases of students failing to make progress and measures taken to support those students.
- Keep Parents/Guardians apprised of the process to be implemented
- Keep all relevant documents in the students record

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Principal Approval:	
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