



## Promoting Students to the Next Year or Retaining Them to Repeat Policy

### Definitions:

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 group to the next year group, after fulfilling promotion requirements. Retention is where students are held back in their current year group, rather than moving up with the rest of their peers due to their failure in meeting requirements of promotion to the following year group.

### Purpose(s):

To set out clear guidelines with regard to individual students moving sequentially from the current year to the next year after fulfilling promotion requirements and those students who are considered exceptions to the general rule in order to safeguard their interests.

### Age Requirements for students:

FS1	3-4
FS2	4-5
Y1	5-6
Y2	6-7
Y3	7-8
Y4	8-9
Y5	9-10
Y6	10-11
Y7	11-12
Y8	12-13
Y9	13-14
Y10	14-15
Y11	15-16





Y12	16-17
Y13	17-18



### Policy:

- The school will establish an 'Academic Review Committee (educational)' headed by the Principal, which will be responsible for determining whether or not a student should be retained.
- The school will aim to ensure that students remain on track and, where it is the best interest of the student, will be promoted with others of the same age sequentially from year to year.
- The school will monitor and review all students' progress and ensure that the correct procedures are carried out in each case of 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 a plan of targeted intervention, which may include modifications/improvements to the teaching program, to support the student in making adequate progress.
- The School will report back to the Parents/Guardians concerning the impact of such interventions on a regular basis.
- The school will include a clear statement of the age requirements for each year-group or grade 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.

### Foundation Stage and Cycle 1 (Year 2 to 6)

- All students in FS and Cycle 1 will be promoted to the next year group, except in rare circumstances. The decision to retain a student in the same year group will be taken after considering the guidelines included in this policy.

### Cycles 2 and 3 (Grades 7 to 13)

- All students in year 6 to 11 will be promoted to the next year group except when they do not meet the promotion requirements as per the Council-approved curriculum. A student cannot be retained in a certain year group more than two consecutive times as a maximum, and no more than two different year groups during the entirety of his education.
- The School must provide such student with the necessary learning support.





- The Schools will follow the graduation requirements for year 13 students as per their approved curricula's requirements.

#### **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. The school will not retain or fail students with special needs in a grade/year level.

#### **Academic Review Committee (educational)**

In the case where the school believes it is in the best interest of the student to retain the student, 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.

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 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 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.

