

STUDENTS PROMOTION AND RETENTION POLICY

The school's Promotion Policy is that all students will be promoted to the next year level, except in rare circumstances.

It is recognised that students do their best work in school when they are placed in a year group with other students of their same chronological age or the peer group they started school with.

There may be a case made for a recommendation for retention of a student based on the judgment of the professional staff where it is believed there will be a high probability of academic benefit to the student. If there is a recommendation for retention the whole child's needs are to be taken into consideration: e.g academic, social, emotional, psychological, medical conditions. One year demotion may be applied in severe cases where it would be difficult for the child to adjust, in some cases it can be a two year demotion. Demotion is subject to the KHDA approval and parents will sign a demotion form.

Teachers must identify as early in the school year as possible, if they or a parent have a concern regarding a recommendation that may eventually lead to retaining the student. All concerns are brought to the School Based Team. After School Based Team meetings, the parent/guardian will be notified and a meeting arranged. Parents will be provided with evidence and concerns and an opportunity to discuss and share knowledge and experience to the concerns raised. Parents and the teacher(s) and school based team will be presented with the research on retention.

Before any recommendations are made for retention, the school must propose ways to support the child in making progress and reaching his/her potential including adaptations to the teaching program and providing additional support where possible. The school will report interventions along with progress to parents/guardians regularly. If a concern still remains, a recommendation can be made to the Principal for retention.

If a child is retained, there must be evidence of a Learning Plan put in place that clearly sets out the targeted interventions with necessary adaptations of effective instructional strategies and measurable success criteria to meet the student's needs. The parent is to have a supportive role in drawing up the plan. The SENCO Coordinator will consult and receive input from parents, sending and receiving teachers in drawing up the Learning Plan.

A designated Special Needs student is not to be retained. If a student is not making the expected progress, the objectives in the Individual Education Plan (IEP) may need to be adjusted.

A recommendation for retention should not contravene any regulations as set out by UAE MOE; KHDA; or the regulatory body for the English National Curriculum of the UK. A recommendation for retention is to be submitted to the KHDA on the form provided by the school and signed by the parent and the Principal.

After consultation and collaboration with parents and relevant staff regarding recommendations for retention the final decision is with the Principal. If a parent is not satisfied with the Principal's decision it may be appealed to KHDA within 10 days.

For further information, please see the school Principal.

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