مدرسة ذا أبل انترناشيونال كوميونيتي
The Apple International Community School

Promotion and Retention Policy
Year 2024-25

Policy written in August 2024
Policy Updated in November 2024

Apple International Community School

Promotion and Retention Policy

1. Purpose
The purpose of this policy is to establish guidelines for promoting and retaining students in a UK curriculum school, ensuring students' progress based on their academic performance, developmental readiness, and contributing factors such as attendance and social maturity.

2. Scope
This policy applies to all students enrolled in Apple International Community School from Year 1 to Year 9.

3. Promotion Criteria
Students are promoted based on academic performance and other factors, as follows:

   a. **Minimum Passing Marks:**
- **Arabic A & B:** Minimum 50% (D grade); maximum 100%
- **Islamic Studies A & B:** Minimum 50% (D grade); maximum 100%
- **Moral, Social, and Cultural Studies:** Minimum 50% (D grade); maximum 100%
- **Other Subjects:** Minimum 40% (E grade); maximum 100%

   b. **Age Group Placement:** Students are ordinarily placed in the year level appropriate to their chronological age as per the National Curriculum for England.

   c. **Attendance:** <u>**92% attendance is mandatory for promotion.**</u>

Attendance is crucial for every student to enure there are no learning gaps due to absences. For example- A student with 95% attendance over the academic year will have missed more than 50 lessons, making it significantly challenging to maintain the same level of progress as their peers. Students must attend all scheduled until the last working day, which extends to the end of June 2025.

Impact of absence			
Attendance during one School Year	Equals day absent	Which is approximately weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	70 lessons
90%	19 days	4 weeks	140 lessons
85%	29 days	6 weeks	218 lessons
80%	38 days	8 weeks	280 lessons

d. Performance Assessments:

- Promotion is based on the second and third-term assessments for students joining in the second term.
- Students of Determination are promoted based on achieving targets outlined in their IEP (Individual Education Plan).

4. Retesting and Retention Guidelines by Year Level

Year Level	Retest	Detention
FS to Year 3	No retest or retention unless requested by parents.	N/A
Year 4 to Year 8	A child who fails in three or fewer subjects in the Final assessment will be offered a re-test and promoted based on retest performance. **In the retests, a student must score at least 50% to be eligible for promotion to the next year level.**	- A child who <u>fails in four or more subjects</u> in the Final assessment will remain ungraded.
Year 9	A child who fails in two or fewer subjects in the Final assessment will be offered a re-test and promoted based on retest performance. **In the retests, a student must score at least 50% to be eligible for promotion to the next year level.**	- A child who fails in three or more subjects in the Final assessment will remain ungraded. - Promotion for Year 9 students is based on the end-of-year aggregate grade. - Students must pass within A*-E grade in all mandatory subjects. A minimum E grade is required in English, Mathematics, and Science for promotion to Year 10. - In Islamic Education for Muslim students, Arabic as a first language for Arab students, and Moral, Social, and Cultural Studies for all students, students must obtain at least 50% (D grade) to be promoted.

5. Absence

If a child misses a summative assessment, no retest will be given, and the report card will be released based on the performance of the Formative Assessments. In case of absence due to medical reasons supported by medical documents, promotion is done on the basis of the termly/yearly average.

6. Decision-Making Process

Promotion and retention decisions are made by the Promotion and Retention Committee, comprising class teachers, subject coordinators, the school counselor, and senior leadership team members. This team reviews academic and behavioral data, assessments, and other evidence before making a final decision. Parents will be consulted if there is concern about a student's ability to meet academic expectations for the upcoming year.

7. Communication with Parents

Parents are regularly informed of their child's progress, areas of concern, and any interventions in place. If retention is being considered, parents will be notified by the end of Term 2, allowing time for additional support and improvement.

8. Appeals Process

Parents who disagree with promotion or retention decisions may submit a written appeal to the principal. Appeals will be reviewed by an appeals committee, with a final decision communicated within 14 days.

9. Review and Revision

This policy is reviewed annually to ensure it aligns with the UK National Curriculum and the needs of the students.

Important Note:

Year 9 students being promoted to year 10

1. As part of our ongoing commitment to supporting students in meeting academic criteria and excelling in their studies, we are pleased to announce that the **pre-IGCSEcurriculum will commence immediately after the Year 9 examinations as a BRIDGE PROGRAMME until 3rd July.**

2. **Students to plan their summer vacations accordingly,** as attendance during these classes is mandatory and will be recorded by the subject teachers. The purpose of these classes is to provide students with opportunities to practice and consolidate their concepts that would be helpful in building their confidence to achieve better grades in the board exams, and benefit from focused teacher-student interactions.

3. **Optional subjects not covered in Year 9 will be offered as taster lessons during the third term.** These lessons will give students a better understanding of the subjects, helping them make informed decisions while selecting the subject options offered by the school.

4. An undertaking will be obtained from the parents of underperforming students, stating that these students will not be permitted to sit for the IGCSE exams unless they achieve a minimum grade of C in their respective subjects.

Policy Implementation Date: 01/09/2024
Next Review Date: 01/07/2025

Ms. Pretty Khosla
Principal, AICS

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