



مدرسة مايوور الخاصة ذ.م.م.
Mayoor Private School L.L.C.



MAYOOR PVT. SCHOOL
ABU DHABI

Promotion and Retention Policy

A. S. Pagdiwala.





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PURPOSE

The purpose of this policy is to emphasize that at Mayoor Private School, Abu Dhabi continuous development of each student is important. Each student should normally be educated in a group consisting of students of the same age group.

POLICY STATEMENT

Promotion

Mayoor Private School complies with regulations and guidelines as set out by the Department of Education and Knowledge in line with CBSE regarding the promotion of students to the next grade level and retention of students at their current grade status.

Promotion is based on a student's end of the year results. Promotion will occur at the end of each academic year with students remaining in their age cohort. A student shall progress through the grade levels by demonstrating growth in learning and by meeting and/or exceeding the grade level standards established by CBSE or ADEK. In addition to these standards, attendance, test scores, grades, teacher recommendations, and other pertinent data will be used to determine promotion.

Age requirement for the each year group or grade level is mentioned below:

Grade	Age(years)	Grade	Age (years)	Grade	Age(years)
KG1	3.8 years	Grade 3	7.8 years	Grade 7	11.8 years
KG2	4.8 years	Grade 4	8.8 years	Grade 8	12.8 years
Grade 1	5.8 years	Grade 5	9.8 years	Grade 9	13.8 years
Grade 2	6.8 years	Grade 6	10.8 years	Grade 10	14.8 years
				Grade 11	15.8 years
				Grade 12	16.8 years



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- Promotion will occur for all kindergarten students, except in unusual circumstances where a significant lack of progress has been made in achieving the learning objectives of the established curriculum. Parents can request their child's retention following a discussion with the Kindergarten Supervisor. The School Principal must approve all retentions at the kindergarten age group level.
- Students in grades 1 to 11 must achieve a 50% average in Ministry Subjects i.e. Arabic, Moral Education Program (MEP), Islamic Studies/Moral Science, and UAE Social Studies and minimum of 33% in rest of the subjects.
- Students of Grade 12 must complete and pass Ministry of Education Arabic and Islamic Studies Exams with a minimum of grade of 60% and above, on both the exams.
- Students of Grade 12 must meet all graduation requirements as outlined by the CBSE Promotion Policy and Department of Education and Knowledge guidelines, in addition to the placement requirements issued by the NQA(National qualification Authority), for students who want to get equivalencies of their high school with UAE high school ,or Ministry of Education Grade 12 High School
- Students who follow an Individual Education Plan (IEP) will be promoted to the next grade level provided that they have met all learning objectives as stated in their IEP.
- Students enrolled in Grades 10 and 12 in Central Board of Secondary Examination (CBSE) are promoted, based on their external examination (board) results. This regulation is in line with the Department of Education and Knowledge guidelines regarding the promotion.

Re- Sit /Improvement of Performance /Compartment exam:

- If a student in grades 9 and 11 obtains less than 35% in any or all the five subjects areas, the student is eligible for Improving the performance in any or all the five subjects and may reappear at one chance of improvement of performance, to be conducted by the school towards the end of March.
- If a student in grades 10 and 12 obtains less than 35% in any or all the five subjects areas, the student will have to appear for a compartment examination / Improvement of Performance Exam by the CBSE board.





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- Re-Sit examinations for grades 6 to 8 take place immediately after the End of Year examinations in March. Promotion occurs for students who achieve a passing grade. If a student fails any of the Re-Sit exams, the student must remain at the same grade level, without promotion. If a student is absent for the Re-Sit exam without a valid excuse, the student will be considered as having failed the exam and the student will not be promoted.
- If the Students of Grade 12 are scoring less than 33% marks in two subjects or more, are not eligible for the compartment examination. Such candidates have to apply as a private candidate or a regular candidate in the next academic year.
- Students with Special Education needs will not be retained or failed in a grade/year level. If a student with special needs is not making the expected progress, the goals and objectives set forth in their Individual Education Plan will be adjusted.
- School staff at Mayoor Private School ensure that the following guidelines are enacted during all discussions surrounding the possible lack of the achievement of promotion status of any student, which may arise during the course of the academic year. These guidelines are stated in the Department of Education and Knowledge Private Schools Policy and Guidance Manual.

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 notify the Parents/Guardians concerning the impact of such interventions on a regular basis. The School cannot decide to retain a student in the same grade except after following all procedures outlined in the ADEK policy Manual.

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However, if a student misses any of the school test / examination **for any reason other than a medical emergency, will be given a score of zero for that particular test / exam.** Retest will be allowed only on submission of the medical report, in case of medical emergencies.

If a student fails to progress following a concerted effort by all school staff to support and guide the struggling student, procedures are in place to examine the next course of action to be taken, including retention at the current grade level.

Retention Procedures:

Kindergarten, Grade 1 to Grade 5

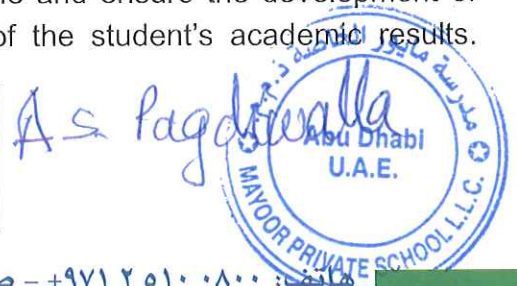
All students enrolled in KG1 to Grade 5 at Mayoor Private School achieve promotion to the next grade level. In specific and extenuating circumstances, a student may face retention at the student's current grade level.

The school will follow an established process to determine the most positive course of action to take to ensure that the student receives the best possible educational outcomes both throughout the academic year and when planning the student's future year's activities.

Grades 6 to 12

As stated in the Department of Education and Knowledge Private Schools Policy and Guidance Manual, all students in grades 6 to 12 will be granted promotion to the next grade except when they do not meet the ADEK or CBSE(Central Board of Secondary Education) promotion requirements.

A student cannot be retained more than two consecutive times as a maximum in the same Grade, and not more than two different grades during the entirety of his school education. The school will provide such a student with the necessary learning support. Student retention cannot occur three times. Failing students will receive special care in the form of additional academic or social support from the school community. Teachers must identify struggling students as soon as possible and ensure the development of provisions, which will assist in the improvement of the student's academic results.





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Teachers must collaborate with all individuals in the school community who specialize in the development of students who require extra educational support.

As outlined in the Department of Education and Knowledge Private Schools Policy and Guidance Manual, the decision-making process regarding the retention of students is led by the School Principal. The following individuals comprise the Academic Review Committee. Each individual will contribute to the collective decision-making process.

- All teachers who worked with the student over the course of the current academic year
- The Heads of Sections
- The school social worker, school counsellor and class teacher
- English and Arabic Coordinator
- Parents
- Other members of the Special Educational Needs and Learning Support Team

Members of this team must determine if retention will assist student achievement. The student's specific needs are clearly stated in a plan of action to be enacted to ensure future success.

The Academic Review Committee headed by the Principal will consider the following when making a decision regarding student retention.

- The committee will examine all possible alternatives to retention. As per the guidelines stated in the Department of Education and Knowledge Private Schools Policy and Guidance Manual.
- Take account of a variety of elements, including the social and developmental impact on the student resulting from being separated from peers, and the capacity of the school to provide an improved, differentiated learning experience for retained students.
- Review the student's academic progress reports showing progress or lack of progress over two or more years.
- Review the school's curriculum
- Examine the student's academic history, including if the student has been retained in the past





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- Determine if the student has any special needs considerations that may have gone unnoticed. The student will receive an Individual Educational Plan (IEP) if it is determined that the student has a special educational learning need.
- Document a clear course of action to be taken to ensure the academic success of the student during the upcoming academic year based on the decision to promote the student with significant support or to retain the student at the current grade level.

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