

مدرسة ليوا الدولية
Liwa International School
فلج هزاع Falaj Hazza

STUDENT TRANSFER POLICY AND PROCEDURE (PROMOTION AND RETENTION)



ليوا للتعليم
Liwa Education

2023

POLICY ON GRADE LEVEL PROMOTION AND RETENTION OF STUDENTS FROM KINDERGARTEN TO GRADE 5

When a student enters a grade level at a developmentally appropriate age, it is the responsibility of the school to ensure that the student remains on-track to be promoted to the next grade level. Promotion will occur at the end of each academic year, with students remaining in their age cohort.

All students who have been accepted into the school (following the Admission procedures), a personal interview will be conducted with both of the parent and the student who is registered in the kindergarten (KG) level. Students from grade 1 to 12 will be assessed based on their level in English, Arabic, Mathematics and Sciences. This baseline data will be used to measure and track each individual pupil's progress

All students in KG and Grades 1 to 5 will be promoted to the next grade level, unless the student could not achieve the acceptable progress during the school year.

RETENTION PROCEDURES

When the school is deciding whether to promote or retain a student, the Principal will consult with the "Academic Review Committee", and the final decision of whether or not the student will be promoted will reflect the collective judgment of the Committee that consists of:

- All teachers who worked with the student over the current academic year
- The school Social Worker
- Heads of department for English and Arabic
- Members of the Learning Support Team
- The student's parent

SAMPLE OF ACADEMIC REVIEW COMMITTEE'S DECISIONS:

Members	Student	Comments & Feedback
Principal Vice Principal Head teachers Teacher/s Social Worker	Name: Grade:	
Decision & recommendations		
Parents' approval		

CONSIDERATIONS

A student will only be retained in a grade level if the circumstances provide a compelling rationale for how and why student achievement will improve when repeating the grade. Specifically, the school will ensure that the following considerations are met:

- Teachers 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.
- No student will be retained in a grade level if he or she has already been retained previously (since beginning his or her schooling). This means that a student cannot be retained in a certain grade more than two consecutive times as a maximum and no more than two different grade during the entirety of his school education.
- The student is assessed for special needs since each student with special needs has an Individualized Education Plan (IEP) set by the head of special needs in collaboration with the teachers to ensure raising the educational level of this category and to not let them suffer from any educational deficiencies or difficulties compared to their peers. Also, to ensure to not retain them in the same class implementing the IEP correctly. If the student did not achieve the educational goals, then, the school will explain his academic and health condition and send it to ADEK after getting the parent's approval in order to let the student repeat the school year.
- Students who are not meeting learning expectations for their grade level will be identified during the course of the school year, consistent with the Policy on Reporting of Student Progress. The school will provide academic interventions for such students during the school year to try to move the student to the next grade in the next school year. This category needs the involvement of their parents to raise the academic level of the student through meeting with teachers once every two weeks, weekly reports on their son's academic progress. Also, the school administration is keen to conduct meetings between the parents and the teachers to set plans for the students who have failed in one subject or more to ensure raising their academic level. If the student did not show any kind of improvements, then, the school administration will contact their parents to solve the situation.

POLICY ON GRADE LEVEL PROMOTION AND RETENTION OF STUDENTS IN GRADES 6 TO 12

If a student enters an academic grade at an appropriate age level, it is the responsibility of the school to provide the learning environment that allows the student to be promoted to the next grade. With sufficient support, all students in Grades 6-11 will be promoted to the next grade level except when they do not meet promotion requirements.

Adequate support must be provided by their teachers and/or Learning Support Team (LST). All students who are retained will have an Individual Education Plans (IEPs) which will be monitored monthly and the parents of the student will be involved in the process. Those students who meet their IEP objectives will progress to the next age-appropriate placement.

PROMOTION REQUIREMENTS FOR GRADES 6-11

Students will be promoted if they have demonstrated proficiency and positive learning outcomes in all subjects.

STUDENT RETENTION

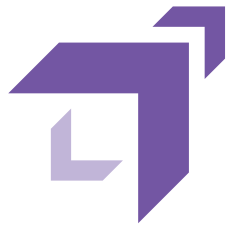
Students who fail three subjects are entitled to take the re-sit examination in those subjects. However, if a student fails in the re-sit examination, s/he will have then to repeat the school year.

A student who fails in more than three subjects will automatically repeat the school year.

For those students who the school decided to retain them in the same grade level because of the difficulty in moving them to upper grade then the school administration will meet continually with the parents to ensure that the student is not able to move to upper grade. By doing so, it will facilitate the process of informing the parent of the decision made to repeat the same grade level providing the IEPs that would raise his academic level for the next year and ensure that they are not affected psychologically and socially.

All the plans that the school is setting to raise the students' academic level are shared with the parents weekly through the weekly reports that they received.

School Name	Liwa International School Falaj Hazza	Issue Date	
Policy Name		Revision Date	
Prepared By		Policy Number	
Approved By	Mr. Neil Murphy, Principal		



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