



UFS International

PROMOTION & RETENTION POLICY

Promotion at UFS International has the objective of placing students in the environment where their maximum development will take place and considers age cohort, academic, social and emotional factors.

Progression from grade to grade within the appropriate age cohort should be the accepted norm, unless the student displays a lack of competence to cope with the following grade's / form's work.

The decision to retain a student in a given grade will be made only after thorough review of all relevant material, (including but not limited to internal and external assessments, academic criteria, reports by Educational Psychologists and other supporting professionals), and circumstances, by the student's teachers, the relevant school leader and the Executive Principal. Students may be retained when, in the judgment of the school's professional staff, such decisions are in the best educational interests of the student involved. The decision to retain a student will always be made after prior notification and explanation to parents, but the final decision will rest with the Executive Principal.

The Executive Principal will approve all promotions and retentions for students enrolled in the school, applying the guidelines as outlined in this policy.

DEFINITIONS

"Progression" – means the advancement of a student from one grade to the next.

"Promotion" – means the movement of a student from one grade to the next when that student meets the minimum required level of achievement for the grade.

"Retention" – means a student is retained in the current grade for the next academic year in order to consolidate areas of the curriculum and to meet the minimum required level of progress for the grade.

"Condonation" – means the relaxation of promotion requirements based on the professional judgement of an educational psychologist, or due to a student exceeding their age cohort within the phase.

RECEPTION YEAR TO GRADE 3

A student, who is not ready to perform at the next level, should be assessed to determine the level of support required.

A student who does not meet the requirements for promotion can be progressed to the next grade in order to prevent the student being retained in the Foundation Phase (Grades 1-3) for longer than four years, excluding Grade 0.

The following rating scale (and related mark cohort) and descriptors are used to report student progress in Grade 0 through to Grade 3:

Assessment Scale:

1	<i>The student is well below the expected level of the grade.</i>	<i>0-29 %</i>
2	<i>The student is below the expected level of the grade.</i>	<i>30-49%</i>
3	<i>The student is at the expected level of the grade.</i>	<i>50-70%</i>
4	<i>The student is above the expected level of the grade.</i>	<i>71-90%</i>
5	<i>The student is well above the expected level of the grade.</i>	<i>91-100%</i>

GRADE 0 / RECEPTION YEAR:

Assessment of developmental and curriculum milestones is conducted on a continuous basis, culminating in a comprehensive School Readiness Assessment for Grade 1 at the end of the academic year.

The following are minimum guidelines for determining a student's progress in Grade 0 and their promotion to Grade 1:

Expected Level (Level 3) in the learning areas of:

Communication, Language and Literacy

Mathematics

Personal, Social and Emotional Development

Physical Development

GRADES 1-3:

Assessment of curriculum standards is conducted on a continuous basis and constitutes 100% of the final mark and rating obtained in each subject.

The following are minimum guidelines for determining a student's progress in Grades 1-3 and their promotion from Grade 1 to Grade 2; Grade 2 to Grade 3; and Grade 3 to Grade 4:

Expected Level (Level 3) in the subjects of:

English

Mathematics

GRADES 4 - 7

GRADES 4 - 6

The following rating scale (and related mark cohort) and descriptors are used to report student progress and promotion Grade 4 through to Grade 6:

Assessment Scale:

1	<i>The student is well below the expected level of the grade.</i>	0-29 %
2	<i>The student is below the expected level of the grade.</i>	30-49%
3	<i>The student is at the expected level of the grade.</i>	50-70%
4	<i>The student is above the expected level of the grade.</i>	71-90%
5	<i>The student is well above the expected level of the grade.</i>	91-100%

The student's overall final term result is calculated from a combined total of 50% continuous assessments throughout the term, and 50% Cycle Test results that are written at the end of each term.

The following are minimum guidelines for determining a student's progress in Grade 4 – 6, and their promotion to the next grade.

Expected Level (Level 3) in the subjects of:

English

Mathematics

GRADE 7

The following rating scale (and related mark cohort) and descriptors are used to report student progress in Grade 7 and promotion to Form 1.:

Assessment Scale:

1	<i>The student is well below the expected level of the grade.</i>	0-40 %
2	<i>The student is below the expected level of the grade.</i>	41-59%
3	<i>The student is at the expected level of the grade.</i>	60-70%
4	<i>The student is above the expected level of the grade.</i>	71-84%
5	<i>The student is well above the expected level of the grade.</i>	85-100%

The following are minimum guidelines for determining a student's progress and their promotion from Grade 7 to Form 1:

Expected Level (Level 3) in the subjects of:

English

Mathematics

A student who does not meet the requirements for promotion can be progressed to the next grade in order to prevent the student being retained in the Intermediate Phase (Grades 4 - 6) for longer than four years.

The Cambridge Checkpoint Assessments written in Grade 6 will also be taken into consideration for promotion to Grade 7.

FORM 1 – AS LEVEL

FORM 2 & FORM 3

For a student to be promoted from Form 1 to Form 2, and from Form 2 to Form 3, the following academic criteria need to be met;

- A minimum of 60% in English and Mathematics.

FORM 4 (IGCSE)

For a student to be accepted into IGCSE, the following academic criteria need to be met;

- Pass with a minimum C (60%) in the compulsory subjects English, Mathematics and Additional Language.
- A student choosing Physics, Chemistry, Biology or Accounting is required to have passed Mathematics with a minimum B (70%)
- A student who received less than 60% in more than half of their subjects, will be retained with additional measures in place.
- Condonation: if ONE of the 3 subjects (English, Mathematics or 2nd language) are below 60% then the student may proceed into Form 4 with extra lessons and tutorials in place, reduced afternoon sport.

FORM 5 (AS LEVEL)

For a student to be accepted from IGCSE into AS Level, the following academic criteria need to be met;

- Pass English Language with a minimum of a C symbol in the final IGCSE examinations.
- Pass with a minimum of a grade B in all the subjects which they intend to take at AS Level
- Students wishing to study Biology, Mathematics, Chemistry, Physics and Accounting are required to have passed their IGCSE finals at a grade B or higher. *(No subjects taken at core level may proceed into AS-Level).*