



Apple International School, Dubai

PROMOTION AND RETENTION POLICY 2026-27

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PROMOTION POLICY AY 2026-27

Rationale

To emphasise that students should normally be educated in a group consisting of students of the same age group, because we do not wish students to repeat a year level and it does not generally lead to the improvement of students' educational level, attainment and achievements.

Purpose

The purpose of this policy is to set criteria for the promotion or retention of every student in the school for the next academic year 2026-27. This policy applies to the students of Foundation stage to Year 13 for the academic year 2026-27.

Aims of the Policy

To monitor the progress of students who perform below expected standards and learning outcomes and to ensure that the schools have offered them appropriate support and intervention programmes. To keep a record of all students failing to make progress as a reference for the Board, School, students, Parents and Guardians.

Promotion and Retention Policy

It is typically right for students to be promoted with others of the same age sequentially from academic year to academic year. It is the school's responsibility to ensure that students remain on track. In this policy, the school includes a clear statement of the age requirements for each year-group or year level according to the ministry and KHDA requirements, and an explanation of the processes and criteria that the school will use in determining the need to retain a student in the same year group. There is no retention in the English National Curriculum. Therefore, retention in this context would be in exceptional circumstances and only if a child's academic, social, emotional and developmental well-being would benefit from such a move. Within the English National Curriculum, the level of work is tailored to a student's ability and lower and higher ability students are accommodated accordingly. Academic ability and Special Educational Needs do not lead to retention within the English National Curriculum. As a general guidance, the policy will be effective for the current academic year 2025-26 and it applies for the Year level(s) – FS to 9.

Promotion: Overall Gradation Calculation Criteria

End of the academic year grade for each subject for all students will be calculated based on the term end assessments conducted throughout the academic year. A weightage of 25% each from Term 1 and Term 2, and a weightage of 50% from Term 3 major assessments will add a total weightage of 100% for calculating the end of year grade, and the same will be considered for the promotion of all students.

Promotion Criteria (General):

Minimum Grades required for subjects:

- Arabic A & B - minimum pass mark is 50% (D grade)
- Islamic Studies A & B - minimum pass mark is 50% (D grade)
- Moral, Social and Cultural Studies (non-Arabs) - minimum pass mark is 50% (D grade)
- Social Studies and Moral Education (Arabs) - minimum pass mark is 50% (D grade)
- All other subjects: minimum pass mark is 40% (E Grade)

Promotion and Retention Guidelines		
Year Level	Retest	Detention
FS to Year 3	NA	NA
Year 4 to 8	A child who fails in three or less than three subjects in the Final Overall Gradation is given a re-test and will be promoted based on the performance in retest	A child who fails in four or more than four subjects in the Final Overall- Gradation, remains Ungraded
Year 9 and Year 10	Promotion of Years 9 and 10 students are based on the end of year aggregate grade. Students must pass(A*-E) in all mandatory subjects for promotion. They must get a minimum of C grade in English, Math and Science subjects. This includes Combined Science. MOE Dimension subjects: In Islamic Education for Muslim students, Arabic as the First language for Arab Students, Arabic as foreign language for non-Arab students, SST and ME for Arab students and Moral, Social and Cultural Studies for Non-Arab students, must obtain pass marks (50% marks/ D Grade) as per ministry regulation.	
Year 11,12 and 13	Promotion of Years 11,12 and 13 students are based on the IGCSE/AS and A Level board exam results. Year 11 IGCSE students must pass(A*-E) in a minimum of 5 subjects including the mandatory subjects.	

	Year 12 Students must pass (A-E) in 3 subjects with a minimum grade of E MOE Dimension subjects: In Islamic Education for Muslim students and Arabic as the First language for Arab Students, SST and ME for Arab students and Moral, Social and Cultural Studies for all non-Arab students, must obtain pass marks (50% marks/ D Grade) as per ministry regulation.
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Additional criteria:

- The school has high expectations around attendance and punctuality. 94% attendance is expected for all students for promotion to the next year level.
- For students who have joined in the second term, promotion criteria will be based on the second and third-term assessments.
- Promotion of year 1 and 2 students as per performance criteria in meeting expectations.
- A minimum grade of E is required in all co-scholastic subjects for promotion to the next year level.
- Year 11 and 12 students will be promoted to next year level only if they meet graduation and ministry requirements in the board examination.
- Admission to subjects for IGCSE and AS level will be based on the performance in specific subjects and as per the criteria mentioned in the option forms. Promotion does not validate admission to all subjects.
- Retest and Retention: All retests will be managed on a case-by-case basis.
- Students at IGCSE and Post16 cannot opt for the subjects which they have not studied or secured minimum grades in the board examination.

Promotion of Students of Determination

The promotion of Students of Determination is based on the level of achievement of the IEP (Individual Education Plan) targets. Any retention/exclusion of a student of determination in transition from Phase 3 to Phase 4 must be communicated directly with KHDA prior to final decision. All students on an Individual Education Plan who meet their objectives progress to the next age-appropriate placement and year-level sequence. School is not permitted to retain or fail students with special needs in a year/year level without approval from KHDA. If a student with special needs is not making the expected progress, this would suggest that the goals and objectives set forth in their Individual Education Plan need to be adjusted.

Compartment (Retest):

Students will appear for the retest if:

- He/ she fails (“U” Grade) in a maximum of 3 subjects in the EOY grading.
- He/she fails to attend any one of the Major Assessments for the academic year other than medical emergencies (approved by the DHA).
- The syllabus of the compartment examination in a subject will be the same as that in final examination.
- The student must secure the minimum “D” grade in the retest conducted to be promoted to the next year level.
- There will not be any second compartment (retest) examinations under any circumstances and reasons (medical or otherwise).
- Students re-appearing for the board examination in a different examination series will not be eligible to enroll in the same academic year for the next year level under any circumstances.

Detained Criteria:

Students will be detained for the following reasons:

- If he/she fails to achieve a minimum required grade in more than **3 subjects**.
- If he/she fails to achieve a minimum "D" grade in the MOE curriculum subjects.
- If he/she found using any unfair means during any of the examinations, will be awarded “Ungraded” in that subject and no retest will be given.
- If he/she fails to secure a minimum ‘E’ grade in the board examinations for the minimum number of subjects as per the MOE guidelines.

Other Policies related to Promotion and Retention Policy

- Assessment Policy
- Marking and Feedback Policy
- Curriculum Policy
- Teaching and Learning Policy
- Inclusion Policy
- Admission policy
- IGCSE and AS level option policy