علم متميز مع حب المجتمع
Learning Excellence with a Community Heart
Family of Schools

Graduation and Promotions Policy

Ratified by RAK Academy Board of Governors on 4 December 2019. Document No. POL10.041219.A.

1. Rationale

The following Academy Policy guidelines serve to directly reference only in-school graduation and promotion criteria and the passing requirements differ from national equivalency requirements.
In obtaining national equivalence, a High School Certificate must be issued from the UAE Ministry of Education (MOE). To obtain this as of Sept. 2023, a student must comply with the regulations and process published by the MoE, which can be found at the following address:
https://www.moe.gov.ae/en/eservices/servicecard/pages/certequivalent.aspx

RAK Academy will ensure adherence to National Equivalency requirements as an addition to the requirements of this policy.

2. Purpose

Student promotion from one academic year to the next will depend upon a students' ability to successfully meet the academy's requirements. All individuals in all grades must satisfy the basic requirements to continue to study in the next grade, unless extraordinary circumstances are adjudged to exist by the Executive Principal. In-school promotion to a higher grade (grade graduation) will be an annual process and reported to the Ministry of Education. The legal requirements for equivalence as set out by the Ministry of Education in the United Arab Emirates will be factored into the overall process but this policy sets out the Academy's internal graduation and promotions framework requirements.

3. Grade Graduation and Promotion

In order to successfully graduate/be promoted from one grade to another, all students at RAK Academy must:

- Maintain an average annual school attendance of 92% (longer term absences for sickness, supported by medical notification are not subtracted from annual attendance)
- Ensure excellent punctuality to lessons (minutes late to lesson will be doubled and subtracted from the annual school attendance).

In addition, the academic requirements are stipulated as follows:

3.1 Primary Grades 1-5

- Achieve at least 50% or higher in Ministry Arabic Language A (mandatory for Arabic speakers)
- Achieve at least 50% or higher in Ministry Arabic Language B (for non-Arabic speakers)
- Achieve at least 50% or higher in Ministry Islamic Studies (mandatory for all Muslims)
- Pass* at least two additional key subjects from English, mathematics and science.

**Passing requirement - working at Grade Related Expectations or better, benchmarked against prior grade level (minimum 12 months or less behind international ARE's specific to the relevant grade level).*

3.2 Secondary Grades 6-9

- Achieve at least 50% or higher in Ministry Arabic Language A (mandatory for Arabic speakers)
- Achieve at least 50% or higher in Ministry Arabic Language B (for non-Arabic speakers)
- Achieve at least 50% or higher in Ministry Islamic Studies (mandatory for all Muslims)
- Achieve at least five additional subjects passes with grade point 3/ grade E or above

3.3 Secondary Grade 10

Pre-requisites for promotion into Grade 11:

- Achieve 60% or higher in Ministry Arabic Language A (mandatory for Arabic speakers)
- Achieve 60% or higher in Ministry Arabic Language B (for non-Arabic speakers)
- Achieve 60% or higher in Ministry Islamic Studies (mandatory for all Muslims)
- Achieve 'A*, A, B, C' or '9, 8, 7, 6, 5, 4' grades in at least five Ordinary Level, GCSE or IGCSE subjects from an approved list

3.4 Secondary Grade 11

Pre-requisites for promotion into Grade 12 or graduation from Grade 11(latter applies until 2023 only):

- Achieve 60% or higher in Ministry Arabic Language (mandatory for Arabic speakers)
- Achieve 60% or higher in Ministry Islamic Studies (mandatory for all Muslims)
- Achieve 'A, B, C, D' grades in at least two AS Level subjects (from an approved list)
- Achieve an overall minimum point total of 21 in the IB Diploma program Grade 11 examinations

3.5 Secondary Grade 12

Pre-requisites for final graduation from RAK Academy ISK:

- Achieve 60% or higher in Ministry Arabic Language (mandatory for Arabic speakers)
- Achieve 60% or higher in Ministry Islamic Studies (mandatory for all Muslims)
- Achieve 'A, B, C, D' grades in at least two full A Level subjects (from an approved list)
- Achieve an overall minimum point total of 24 in the IB Diploma program

4 Reporting Student Progress

The school will report each child's academic progress and cumulative annual attendance (including minutes late to lesson) in the form of a 'Grade Card'. These will be issued at least three times throughout an academic year and accompanied by one full written report annually. Parents and students will be able to use these 'Grade Cards' to monitor their progress against the graduation/promotion requirements set out in Section 3 above.

Where reporting grades are used for graduation/promotion purposes, the final data collection or the average for the year will be used (whichever is the higher).

5 Students at risk of not graduating

Intervention Grade Team Leaders, overseen by the Assistant Head Teacher for Student Development, will identify students at risk of failing to meet the requirements to successfully graduate/be promoted from one grade to the next. Upon identification of a student at risk they will move onto the appropriate intervention pathway (see Appendix 1).

Appendix 1: Intervention Pathways

Underachievement in ***fewer*** than three subjects (for primaries-English or maths.)	Attendance and Punctuality	Underachievement in ***more*** than three subjects (for primaries-English and maths.)
Subject specific interventions, led and overseen by the classroom teacher and documented in '*Lesson Context Sheet*'	Cumulative attendance and punctuality is ***<96%.*** Amber Initial Warning Letter is issued reminding stakeholders of the specified percentage needs	Intervention Team Leader – Parent-Student meeting held and a Personalised Study Support Programme (PSP) will be formulated with SMART targets
Monitoring and tracking of student performance by the HOD/ Grade Team Leader, who reports to their Line Manager documented through '*Data Driven Instruction Meetings*'	Cumulative attendance and punctuality is ***<94%*** Amber Second Warning Letter is issued and an Intervention Leader – Parent – Student meeting will be held. An Attendance Action Plan will be agreed with SMART Targets	Continued underperformance will see a follow up meeting with AHT – Intervention Team Leader – Parent-Student, with the PSP targets revised to try and ensure academic improvement. A Progress Warning Letter will be issued to warn how the current rate of progress may jeopardise graduation
Continued underperformance in the subsequent Data Capture will trigger a Teacher-Parent-Student meeting and the agreement of SMART progress targets	Cumulative attendance and punctuality is ***<92%.*** Amber Third Warning Letter is issued and an AHT – Parent – Student meeting held. An clear target of improvement will be made with the condition that >85% attendance is needed to graduate the year	Continued underperformance will trigger a follow up meeting with DHT-Parent-Student, with a further review of the PSP targets and support provided to try and bring about rapid improvement. A Second Progress Warning Letter will be issued and contingency plans discussed should the student academic performance not improve
Continued underperformance in the next Data Capture will trigger a HOD-Parent-Student meeting and the revision of SMART progress targets	Cumulative attendance and punctuality is ***<92%.*** Red Warning Letter will be issued following a meeting with DHT-Parent-Student and the MOE notified that the student at risk of failing the year.	A third and Final Progress Letter will be issued along with a meeting between the HT-Parent-Student to discuss the implications of failing the year. The School Board and MOE will be notified that the student at risk of failing the year.

Appendix 2: Transposition Table

RAKA Grades (BC primaries)	RAKA (PYP primary)	RAKA Decimal Grades (secondary)	IGCSE/ALevel UK	UK Equivalent Percentage Value	IGCSE Numeric grade system	IB	UAE Equivalent Percentage Value (MOE)	UAE Grades (MOE)
WG+	EE+	0.9	A*	90-100	9	7	90-100	A
WG+	EE+	0.8	A	80-89.99	8			
WG	EE	0.7	B	70-79.99	7	6	80-88.99	B
WA+	IP	0.6			6	5	70-79.99	C
WA+	IP	0.5	C	60-69.99	5			
WA	ME	0.4	D	50-59.99	4	4	60-69.99	D
WA	ME	0.4						
WT+	PT	0.3	E	40-49.99	3	3	50-59.99	E
WT	PT	0.3						
WB	SR	0.2	F	30-39.99	2	2	40-49.99	F
WB	SR	0.1			1			
			U	<29.99		1	39 or below	U