



دائرة رأس الخيمة للمعرفة
RAS AL KHAIMAH
DEPARTMENT OF KNOWLEDGE

Students Promotion and Retention Policy

Ras Al Khaimah Department of Knowledge



1. Introduction

The Ras Al Khaimah Department of Knowledge (RAK DOK) is dedicated to upholding the highest education standards for all Emirate students. As a cornerstone of this commitment, the *Students Promotion and Retention Policy* establishes a comprehensive framework to ensure fair and consistent practices for students moving between grades (Promotion) across all private schools in Ras Al Khaimah.

1.1. Purpose

The purposes of this policy are to regulate the practices and required processes for the:

- Promotion of students from one grade to the next grade; Movement of students from the current grade to the next grade after fulfilling all promotion requirements in private schools.
- Establishing the process and consideration for students' retention.
- Clarify expectations for schools, students, and parents regarding students' promotion and retention.

1.2. Scope of Application

This policy applies to all students attending private schools in RAK.

2. Definitions

Student Promotion	The process of advancing a student to the next grade level based on their successful completion of the academic and developmental requirements of the current grade.
Student Retention	The process of requiring a student to repeat the same grade level due to not meeting the academic or developmental criteria necessary for promotion.

3. Policy Statement

Schools shall develop and implement a *Student Promotion Policy*, which must ensure that the following conditions are included:

- Schools must promote all students within their peer group sequentially from one grade to the next if they fulfil the promotion requirements for the previous academic year.
- Retention of students in a grade **should only occur in exceptional circumstances**, particularly for Cycle 2 (Grades 6-9) or Cycle 3 (Grades 10-12). This can only occur when students fail to meet the grade promotion requirements or do not progress despite the school's implementation of documented and targeted interventions.
- Students who fail to meet the objectives outlined in their Individual Learning Plan (ILP) but satisfy the general promotion requirements must still be promoted. The school should revise the student's ILP objectives to reflect their progress and needs.
- Schools are not permitted to retain a student in the same grade in Cycle 2 or Cycle 3 for more than two consecutive years.
- Schools are not authorised to retain students in more than two different grades throughout their education journey.
- Schools may allow a student to repeat a grade upon the request of the student's parents, provided it is determined to be in the student's best interests and contributes positively to their well-being and academic progress. Such evidence of parental consent will be required as part of the RAK DOK application process.
- Requests by parents to retain a student to improve their grades should be considered at the school's discretion, based on the student's educational needs.
- RAK DOK approval is mandatory prior to retaining any student, ensuring the decision is consistent with educational standards and the student's best interests.
- For students of determination, schools must consider requests for grade retention on an **exceptional basis** and only after close collaboration with the parents. RAK DOK must review and approve such cases to ensure compliance with regulations and alignment with the student's individualised support needs.
- For MOE curriculum schools and MOE mandatory subjects, schools must refer to MOE regulations and decrees regarding student promotion criteria.

4. Student Retention: Grade Repetition

In cases where a student is repeating a grade, the following guidelines must be observed:

- Schools must not place students who have been out of school for more than two years in a grade/year level more than two years behind the grade/year level corresponding to their age.
- A medical report is required to complete the student's registration if a health condition necessitates grade repetition.
- An international assessment or examination must confirm that the student is academically suited for placement in a lower grade.
- Re-registration must be completed at the start of the academic year and within the registration window specified by RAK DOK.
- Retention of students is not allowed during the academic year.
- Students who discontinued schooling during the academic year may be re-registered, provided the period of discontinuation does not exceed one month.

6. Reinstatement of Registration Student Records

Schools must submit a request to RAK DOK when they want to reinstate a student record or enrol a student who has previously been expelled for the following reasons:

- According to the behaviour policy issued by the Ministry of Education or relevant authorities, the student was not terminated for any disciplinary reasons.
- The student was not terminated for any reason involving a conviction of felony or misdemeanour of honour or dishonesty.
- The student was not reinstated in the same academic year.
- A discontinuance of the student's studies has not exceeded two consecutive academic years.
- Student age does not exceed the maximum age restrictions per grade at the time of reinstatement.
- Any student not meeting the above criteria for reinstatement is referred to alternative educational options or adult education centres, as per the rules and regulations issued by the Ministry of Education regarding such matters.

7. School Responsibilities

- **Transparent Communication:** The school administration must ensure that the Students Promotion and Retention Policy is clearly communicated to the entire school community, including students, parents, and staff. This policy must be consistently implemented and adhered to in all student promotion and retention practices.
- **Implementation of Policy Guidelines:** The school is responsible for fully adhering to the guidelines regarding student promotion and retention set by the relevant authorities, including the Ministry of Education (MOE) and RAK DOK.
- **Monitoring and Decision-Making:** The school leadership must oversee the application of promotion and retention criteria, ensuring that decisions are based on documented evidence such as academic performance, individual learning plans (ILPs), and intervention records.
- Decisions regarding retention or promotion must prioritise the student's educational and emotional well-being and align with the established policy framework.
- **Parent and Stakeholder Engagement:** Schools must engage with parents and other stakeholders, providing clear explanations and support when decisions on promotion or retention are made.
- Schools must collaborate closely with parents in cases requiring special considerations, such as requests for grade repetition or retention for students with additional learning needs.
- **Student Support:** Schools should develop effective transition and ongoing processes to support students academically, socially, and emotionally.

5. Compliance

- **Effective Date:** This policy shall take effect from the start of the Academic Year 2025/26. Full compliance from all private schools is expected by the beginning of the Academic Year 2025/26.
- **Enforcement and Penalties:** Schools that do not adhere to this policy will be subject to accountability measures as stipulated by RAK DOK, including penalties or other corrective actions. Non-compliance may result in intervention by RAK DOK as per UAE federal regulations.
- **Compliance Audits:** RAK DOK reserves the right to conduct periodic audits to ensure that schools comply with this approved policy. The school administration must promptly resolve any discrepancies during these audits to avoid further action.

6. Feedback and Improvement

- **Annual Review:** RAK DOK will conduct an annual review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.
- **Feedback Mechanisms:** School administrators are encouraged to submit feedback on the calendar policy to RAK DOK, which allows for continuous improvement based on schools' practical experiences.

7. Contact Information

For any questions related to this policy, please contact: info@dok.rak.ae

8. Recommendation / Conclusion

By adhering to the RAK DOK Students Promotion and Retention Policy, schools reinforce Ras Al Khaimah's commitment to fostering a fair, inclusive, and structured educational environment. This policy ensures that promotion and retention decisions are made transparently and in the best interest of students, supporting their academic and personal growth. Compliance with this policy aligns schools with Ras Al Khaimah's strategic educational objectives, promoting a balanced learning environment that respects progressive educational practices.

9. Revision History

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Note:

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