



UCT ONLINE HIGH SCHOOL

POLICIES

Promotion Rules & Requirements Policy



in collaboration with
VALENTURE INSTITUTE





OVERVIEW

Purpose	The purpose of this document is to outline the rules for Grade Promotion, Progression and Retention of learners for a grade to ensure that teams involved are clear on the prescripts and requirements that must be applied when executing on finalising the end of grade promotion status for each learner.
Custodian	Head of Academics
Approval Authority	Executive Head of School
Version History	Version 1, 15 March 2025



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1. Introduction

Learners who are enrolled in the CAPS curriculum navigate through phases in their educational journey. Each phase (E.g. Senior Phase) is made up of individual year grades (E.g. Grade 8, 9); and each of these phases and grades have requirements for promotion into the successive grade as codified in the regulations. Compliance with these promotion requirements is imperative for both the School and learners.

This Policy was developed in line with the following National Policies and Regulations.

- 1.1 The National Curriculum Statement Grade R-12. This comprises Curriculum and Assessment Policy Statements for all approved school subjects;
- 1.2 The National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grade R – 12; and
- 1.3 The National Protocol for Assessment, Grades R – 12

2. Scope

This policy applies to learners enrolled with UCT OHS; and not new admissions. New admissions select their subjects during the process and this is handled separately in accordance with the Admissions Policy and the Subject Selection & Curriculum Policy.



3. Definitions

“Promotion”: means the movement of a learner from one grade to the next when that learner meets the minimum required level of achievement per subject in a particular grade, as well as complying with the promotion requirements of that grade as contemplated in the policy document; National policy pertaining to the programme and promotion requirements of the NCS Grades R-12.

“Progression”: means the advancement of a learner from one grade to the next, excluding Grade R, in spite of the learner not having complied with all the promotion requirements. Progression can be used to prevent a learner from being retained in a phase for a period exceeding four years as stipulated in the Admission policy for ordinary public schools as published as Government Notice 2432, Government Gazette, Vol. 400, No. 19377 of 19 October 1998, provided that the underperformance of the learner in the previous grade is addressed in the grade to which the learner has been progressed. Condonations are required to be approved by the Promotion & Progression Committee based on the criteria outlined in this policy.

“Condonation” – means the relaxation of promotion requirements as contemplated in this document.

“Condonation dispensation” - means where a condition has been given to a learner.

“Retention”: Retention is the practice of not promoting learners up a grade level in school (e.g., learners repeat a grade level) and is based on the belief that children learn more academically by repeating a grade (Fait, 1982).

Grade retention is the practice in which learners are required to repeat a grade level in school because they failed to meet required benchmarks or grade level standards. For the avoidance of any doubt, learners who are retained do not meet the standard promotion requirements, and also are not eligible for any condonation.

“Repetition”: “repeat candidate” - means a candidate who has failed the Grade 12-year of the National Senior Certificate examination and/or the supplementary examination, or who wants to improve his or her National Senior Certificate examination results, and who wants to repeat the Grade 12-year or a subject, as a full-time learner or part-time candidate respectively.

“Promotion Schedule” - refers to a document signed off at the end of the year, confirming a learner’s status- promoted, progressed or retained. This schedule should include the learner's full name, date of birth, mark per subject. Where a learner has a progressed or retained status, a reason should be included next to the final status.

“End of year promotion cycle” - means the period at the end of the year within a grade, where the Promotion & Progression Committee determines the promotion status for the grade.

4. Promotion and Progression Committee

At the end of each academic year / grade learners need to receive a Promotion Status based on their academic performance. This is a critical juncture for learners and it is crucial that the process of determining the status of each learner is overseen by an appropriate structure within the



school. The Promotion and Progression Committee is responsible for overseeing the process of determining learners' promotion status. The composition of the Committee consists of the following members with the necessary knowledge and expertise.

Members:

- Executive Head of School (Chair);
- Head of Academics (Deputy Chair)
- Faculty Manager
- Head of Governance

Mandate of the Committee

1. The mandate of the Committee is to establish whether a learner should be retained in the Senior Phase and Further Education and Training Phase or progressed to the next grade. Only once the Committee has formally signed-off on the Promotion Schedule(s) will the outcomes be considered final and academic reports can then be released.
2. When executing its mandate the Committee must always be guided by the National Regulations and Policies namely, the *National Policy Pertaining to Promotion To The Programme and Promotion Requirements of The National Curriculum Statement* which must ultimately prevail.
3. The process and procedure to be followed by the committee.
 - 3.1. The Chair must decide the date and ensure that the Committee meets each year to discuss and execute its mandate. The date must



be decided in advance and explicitly included in the School's internal calendar.

- 3.2. The Chair must ensure that all meetings required are scheduled.
- 3.3. The school must convene a special meeting of relevant staff to evaluate each learner holistically that appears on the Promotion Schedule(s) and has not met the promotion requirements.
- 3.4. When evaluating the Promotion Schedule(s); the determinations reached by the Committee must be informed by the prescripts of this Policy.
- 3.5. The Committee must, as far as possible, confirm that there are no DBE circulars that must be reconciled before signing off the promotion schedule(s).
- 3.6. If there is consensus among all relevant staff during the promotion/progression meeting that the learner should be retained in the current grade, then this should be clearly indicated on the learner's report.
- 3.7. If there is consensus that a learner should be progressed, the Committee should clearly indicate how the learner will be supported.
- 3.8. The decisions reached at the meeting contemplated above must be reflected on copies of the Promotion Schedule(s).



- 3.9. The meetings must be recorded and minutes must be taken, in writing, and kept safe for a considerable period of time.
- 3.10. The Chair is required to ensure that the final, signed-off, Promotion Schedules are provided to:
 - 3.10.1. The Systems & Technology team;
 - 3.10.2. Stored on Salesforce (for record keeping).
- 3.11. The decisions signed-off in the Promotion Schedule must be executed on the relevant systems to ensure that the learner's report card reflects the correct outcome.
4. The Committee must ensure that the school has clearly articulated intervention strategies that include an early identification of low achievers or at-risk learners.
5. The Committee must always be mindful of the fact that their mandate is informed by regulatory requirements and must not take any action that would deviate from the rules unless this has been cleared through unanimous support of the Committee and the Exco of the School and does not disadvantage the learner.



5. Promotion and Progression

Promotion requirements

Senior Phase (Grades 7-9)

Senior Phase Promotion Requirements for Grades 7 – 9. A learner must offer nine subjects and achieve the following minimum standards:

- Home Language (HL) Level 4 (Adequate Achievement) (50% – 59%).
- First Additional Language (FAL) Level 3 (Moderate Achievement) (40% – 49%).
- Mathematics Level 3 (Moderate Achievement) (40% – 49%).
- Any THREE (3) of the other required subjects Level 3 (Moderate Achievement) (40% – 49%).
- Any TWO (2) of the remaining subjects Level 2 (Elementary Achievement) (30% – 39%).

Weightings

When calculating the final promotion marks, the following weightings should apply:

Languages:

- School Based Assessment component = 70%
- End of year examination = 30%

EMS, Creative Arts, Life Orientation, Mathematics, Technology, Social Science:

- School Based Assessment component = 60%
- End of year examination = 40%



Natural Science:

- School Based Assessment component = 40%
- End of year examination = 60%

Instructional time

The instructional time for grades 7, 8 and 9 is 27,5 hours per week. Learners who miss the equivalent of 20 school days a year which is equal to 110 active academic engagement hours are at risk of being retained.

Further Education and Training Phase (Grades 10-12)¹

A learner must offer the following seven (7) subjects and achieve the following minimum requirements:

- Home Language: 40%
- Two (2) other subjects: learners must achieve a minimum of 40% in each subject.
- Three (3) other subjects: learners must achieve a minimum of 30% in each subject.

Weightings

When calculating the final progression, the following weightings should apply:

All subjects (except for LO):

- School Based Assessment component = 25%
- End of year examination = 75%

¹ Refer to [Annexure B](#)



Life Orientation:

- School Based Assessment component = 75%
- End of year examination = 25%

Instructional time

The instructional time for grades 7, 8 and 9 is 27,5 hours per week. Learners who miss the equivalent of 20 school days a year which is equal to 110 active academic engagement hours are at risk of being retained.

Dual Enrollments

In a case where a learner and/or guardian is unable to provide UCT Online High School with up to date marks for all formal assessments related to the subjects taken externally, UCT Online High School will assume a 0 grade for outstanding components until a report is provided.

Progression

A learner may only be retained once in the FET Phase to avoid the learner from being retained in this phase for longer than four years. This will only be applied in cases where it is considered in the **best interest of the learner** to be progressed to the next grade. Considering this, progression must be implemented subject to the following principles.

- (a) The learner must have currently not met the promotion requirements for either Grade 10 or Grade 11, and repeated either Grade 10 or Grade 11 previously.



- (b) Regular school attendance. The learner must not be absent for more than 20 school days, without a valid reason, as this constitutes irregular attendance.
- (c) The SBA requirements for all subjects must be satisfied, including those subjects where the minimum requirement was not met.
- (d) A progressed learner must be provided with additional support by both the School and the guardian.
- (e) If there is consensus during the promotion/progression meeting that the learner should be retained in the current grade, then the guardian must be informed so that the outcome is carefully and clearly explained by the school and understood by the guardian before the learner's school report is issued.

Progression in Grades 10-12 does not guarantee the final certification of a learner in Grade 12 and such a learner must comply with the certification requirements as contemplated in paragraph 37(1)(a) of the policy document, National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12 to enable them to obtain a National Senior Certificate.

Progression refers to a learner who has not met promotion requirements but may fall into any of the following:

1. [Previously retained in the phase](#)
2. [Condonation](#)
3. [Age consideration](#)



Previously retained in a phase

Progression can be used to prevent a learner from being retained in a PHASE for a period exceeding 4 years. The learner must have currently not met the promotion requirements for either Grade 10 or Grade 11, and repeated either Grade 10 or Grade 11 previously.

Condonations and mark adjustment

Senior Phase

- a) A mark adjustment of a maximum of 5% is allowed ***in a maximum of three subjects*** offered by the learner. This implies that a learner can be awarded a mark of between 1% - 5% of the mark attained by the learner if this will give the learner an achieved status.
- b) Thereafter, the condonation in mathematics must be applied. Where the learner has met all the requirements in respect of promotion from one grade to the next grade, except has not attained a level 3 (40% or higher) in Mathematics and therefore has to be retained, such a learner must be condoned in Mathematics.

Further Education and Training

A condonation of a ***maximum of one (1) subject*** will only be applied to a Grade 12 candidate in the final National Senior Certificate examination in terms of the following-

- (i) if such a candidate requires a maximum of 2%, either to obtain a pass at 30% or 40%; and



- (ii) such a condonation is applied in only one subject, provided the application of the condonation allows the candidate to obtain the National Senior Certificate qualification.

Age Considerations

If the learner's age exceeds the maximum age for the grade, they will be progressed to the next grade.

Grade of Entry	Standard age at start of grade	Minimum age at start of grade	Maximum age at start of grade
8	14	12	16
9	15	13	17
10	16	14	18
11	17	15	19
12	18	16	20

6. Retention and Repetition

Retention

When a learner has not met the minimum promotion requirements, and does not qualify for Progression, they will be retained in the grade.

A learner may only be retained once in the Senior Phase and once in the FET Phase in order to prevent the learner being retained in this phase for longer than four years. It is critical that repetition is recorded as a status indicator against a learner's record on the system so that future promotion periods maintain integrity.



Repetition

Repetition is used to describe a learner who chooses to return to school and proceed in the same grade for a second time.

7. Progression Schedule Sign off

Promotion Schedule Requirements²

A downloadable schedule, which is closely aligned with the [UCT Online High School CAPS Progression schedule Template](#) as well as the [Schedule requirements document](#), must be provided to the Progression Committee for the following to take place:

1. Sign-off on the list of learners with a promoted status.
2. Sign-off on the list of learners with a progressed status for any of the parameters mentioned above.
3. Consideration for learners with a retained status.

Additional considerations:

- DBE circulars that must be reconciled before signing off the promotion schedule(s)

² Refer to [Annexure D](#)



Progression schedule sign off process

1. Provisional schedules are provided to the committee³
2. Progression Committee meets to sign off the [promoted](#) and [progressed](#) schedule.
3. Progression committee meets to engage on the [retained](#) schedule
4. Any changes in status must be reported back to the systems & technology team.
5. Final signed off schedule to be stored as mentioned [above](#).

8. Appeals

Learners and guardians will be provided an opportunity to appeal their end-of-year report. This window will run into the new year and, where necessary, the progression committee will reconvene to sign-off on any changes to the schedule.

³ Refer to [Annexure E](#)



USEFUL RESOURCES

Annexure A: DBE Policy	NPPPR
Annexure B: Schedule Template	✚ UCT Online High School CAPS Progression sched...
Annexure C: 2022 DBE Condonation Mandate	PDF National Assessment Circular No.5 of 2022.pdf PDF Annexure A_Application of Circular (1).pdf WCED Circular: 0034/2024
Annexure D: FET promotion	Further Education and Training Phase Promotion Requirements for Grades 10-12.
Annexure E: Support Approach	<ol style="list-style-type: none"> 1. Submitting on time 2. Reach out to TSO 3. Resubmission opportunities 4. Live sessions are compulsory <ol style="list-style-type: none"> a. Which live sessions: <ol style="list-style-type: none"> i. Supported learning sessions ii. Ask me Anything Sessions iii. Mastery Bootcamps <p>Communication strategy: At risk letter, send once a term.</p>