



Henley High & Preparatory School

2019 Academic and Awards Policy

1. Promotion requirements

In order for a student to be promoted to the next grade they need to meet the minimum promotion requirements as set out below. Promotion meetings are held at the end of each year to discuss possible retention students. These meetings are attended by the following people;

- Principal
- All staff (Grade specific)

All promotion decisions are made with the student's best interest in mind and Henley High and Preparatory School as well as its staff will never retain a student if we do not feel it will be beneficial to the student.

1.1. Little Bees – Grade R

- Focus is on readiness for the next grade
- Based on gross motor skills
- Perceptual and spatial level
- Emotional maturity
- Physical built to participate in group play and activities

1.2. Grade 1 – 3

1.2.1. Term mark

Individual subjects are divided into a number of learning areas, for example:

Subject: Mathematics

Learning areas: Counting backwards from 100

Adding

Subtracting

Learning area marks are made up of a number of assessments. These assessments are averaged out and this mark is reflected next to the learning area on the term

report. The subject mark is calculated by averaging out all the learning area marks to give a final subject mark.

1.2.2. Promotion mark

The following marks must be achieved on the Promotion report;

English	=	Level 4 (50%)
All other subjects	=	Level 3 (40%)

1.3. Grade 4 – 7

1.3.1. Term mark

Individual subject term marks are made up of 2 sections, namely Informal Assessment and Formal Assessment. Informal Assessment consists of all classwork, projects and assignments completed during the term. Formal assessment consists of all cycle and class tests written during the term.

Term mark	=	Informal	=	60%
		Formal	=	40%
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			=	100%

1.3.2. Promotion mark

Promotion marks are calculated as follows;

Promotion	=	Term 1	=	15%
		Term 2	=	20%
		Term 3	=	15%
		Term 4	=	50%
		<hr/>		
			=	100%

1.4. Grade 8 – 9

1.4.1. Term mark

Individual subject term marks are made up of 2 sections, namely Informal Assessment and Formal Assessment. Informal Assessment consists of all classwork, projects and assignments completed during the term. Formal assessment consists of all cycle and class tests written during the term.

Term mark	=	Informal	=	40%
		Formal	=	60%
		<hr/>		
			=	100%

1.4.2. Promotion mark

Individual subject promotion marks are calculated as follows;

Promotion	=	Term 1	=	12.5%
		Term 2	=	25%
		Term 3	=	12.5%
		Term 4	=	50%
			=	100%

In order to be promoted to the next grade a student must meet the following minimum promotion requirements;

English	=	50%
Afrikaans	=	40%
Mathematics	=	40%
2 x learning areas*	=	40% +
2 x learning areas*	=	30% +
2 x learning areas*	=	less than 30%

* Learning areas

- Creative Art
- Economic and Management Sciences (Accounting and Business Studies)
- Life Orientation (Life Skills and Physical education)
- Natural Science (Biology and Science combined)
- Social Science (History and Geography combined)
- Technology

1.5. Grade 10 – 11

1.5.1. Term mark

Individual subject term marks are made up of 2 sections, namely Informal Assessment and Formal Assessment. Informal consists of all classwork, projects and assignments completed during the term. Formal assessment consists of all cycle and class tests written during the term.

English

Term mark	=	Informal	=	40%
		Formal	=	60%
			=	100%

All other subjects

Term mark	=	Informal	=	25%
		Formal	=	75%
			=	100%

1.5.2. Promotion mark

Individual subject promotion marks are calculated as follows;

Promotion	=	Term 1	=	12.5%
		Term 2	=	25%
		Term 3	=	12.5%
		Term 4	=	50%
			=	100%

In order to be promoted to the next grade a student must meet the following minimum promotion requirements;

English	=	50%
Afrikaans	=	35%
Any two subjects	=	40% +
Any two subjects	=	30% +
Only one subject below 30%		

1.6. Grade 12

1.6.1. Term marks

Term 1 and Term 2

Individual subject term marks are made up of 2 sections, namely Informal Assessment and Formal Assessment. Informal Assessment consists of all classwork, projects and assignments completed during the term. Formal assessment consists of all cycle and class tests written during the term.

English

Term mark	=	Informal	=	40%
		Formal	=	60%
			=	100%

All other subjects

Term mark	=	Informal	=	25%
		Formal	=	75%
			=	100%

Term 3

The individual subject term 3 mark is a raw prelim mark. If a subject has 2 or more examination papers, the papers are weighted according to the IEB Subject Assessment Guidelines (SAGS).

1.6.2. Promotion mark (According to the IEB Circular 47/2017)

Subject combinations:

- Mathematics may not be offered with Mathematical Literacy.
- Physical Sciences must be offered with Mathematics (from Grade 10 in 2017).

Categories of achievement in the National Senior Certificate (NSC)

Achievement of the NSC

A student must pass:

- 1 official language at Home Language level at 40%
- 2 additional subjects at 40%
- 3 other subjects at 30%

Achievement of the NSC with entry to Higher Certificate study

A student must:

- Pass the NSC as stated above
- Meet the language requirement for further study at a South African Institution

Achievement of the NSC with entry to Diploma study

A student must:

- Pass 1 official language at home language level at 40%
- Pass 3 additional subjects at 40% (excluding Life Orientation)
- Pass 2 other subjects at 30%
- Meet the language requirement for further study at a South African Institution

Achievement of the NSC with entry to Degree studies (BD pass)

A student must:

- Pass 1 official language at home language level at 40% or more
- Pass 4 subjects at 50% or more
 - * Should the home language (English) be passed at 50% or more, it will be considered as 1 of the 4 subjects, passed at 50% or more.*
- Pass 2 other subjects at a minimum of 30%
- Meet the language requirement for further study at a South African Institution

2. Awards requirements

Awards are based on Term 4 reports (Little Bees – Grade 3) and Promotion marks (Grade 4 – 11). Grade 12 awards (awarded at Valediction) are based on a combination of their Term 1 – 3 report (See 2.6). All awards are presented and discussed at an awards meeting attended by the following people;

- Principal
- All staff (Grade specific)

2.1. Little Bees – Grade R

A Graduation Evening is held at the end of the school year. At this evening the following awards will be handed out;

- Little Bees: Certificate
- Grade R: Progression to Grade 1 certificate

2.2. Grade 1 – 3 Prize Giving

A Prize Giving is held at the end of the school year. At this evening the following awards will be handed out;

Certificates are awarded for;

- Subject awards (Top achiever per subject, per grade)
- Best reader per class
- Sports awards

Grade 4 – 7, awards will be handed out at the end of the school year at Honours Evening. This evening is attended by *invitation only* and recognises the top achievers per grade.

2.3. Grade 4 – 6

Certificates are awarded for;

- Subject awards (Top 3 students per subject with 80% and above)

Certificates and academic scrolls are awarded to the;

- Top 3 students per grade (individual promotion average)
 - o 3rd in Grade
 - o 2nd in Grade
 - o Dux scholar (receives a trophy)

Academic scrolls are awarded to all students that achieve an individual promotion mark of 80% and above.

2.4. Grade 7

Certificates are awarded for;

- Subject awards (Top 3 students per subject with 75% and above)

Certificates and academic scrolls are awarded to the;

- Top 3 students per grade (individual promotion average)
 - o 3rd in Grade
 - o 2nd in Grade
 - o Dux scholar (receives a trophy)

Academic scrolls are awarded to all students that achieve an individual promotion mark of 75% and above.

In the High School (Grade 8 – 11) awards will be handed out at Honours Evening in January of the following year. This evening is by invitation only and recognises academic excellence. A Valediction Evening for all Grade 12 students is held in September/October of their Grade 12 year. All Grade 12 students are invited to this evening.

2.5. Grade 8 – 11

Certificates are awarded for;

- Subject awards (Top 3 students per subject with 70% and above)
- Top 3 students per grade (individual promotion average)
 - o 3rd in Grade
 - o 2nd in Grade
 - o Dux scholar (receives a trophy)
- Most improved student (Term 1 to Term 4 average)
- Special awards on request

Academic achievement is awarded to all students that achieve an individual promotion mark of 75% and above. The awards are as follows;

- Green badge
Awarded to a student who achieves 75% and above
May be awarded in any grade to “first timers”
- Gold badge
Awarded to a student who achieves 75% and above
A student may only receive a Gold badge if they have previously met the criteria for a green badge
May be awarded in any grade
- Half colours (Scroll)
Awarded to a student who achieves 75% and above
A student may only receive half colours if they have previously met the criteria for a Gold badge
May only be awarded to students in Grade 10 – 12
- Full colours (Tie)
Awarded to a student who achieves 75% and above
A student may only receive full colours if they have previously met the criteria for a half colours
May only be awarded to students in Grade 11 – 12

2.6. Grade 12

All criteria stated above (2.5) is applicable to the Grade 12 awards, however the awards are based on a valediction mark calculated as follows;

Valediction	=	Term 1	=	10%
		Term 2	=	30%
		Term 3	=	60%
		<hr/>	=	100%