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|                          | POLICY                                                                            |                                 |             |
|                          | PLACEMENT AND MOVEMENT OF STUDENTS                                                |                                 |             |
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**Purpose**

The purpose of the policy is:

- To provide the best possible classroom/peer environment in order that potential of students is maximized
- To enable students to receive education and training in an appropriately organized environment
- To ensure that students are placed in classes based on chronological age, developmental age and based on their specific support requirements in context to the peer group
- To enable intake and placement of new admissions

**Scope**

- Existing and prospective students in Integrated Program
- Parents
- Staff

**Placement of students**

The Program Leader – Special Education shall place students in Units based on chronological age and based on eligibility criteria in Scholastic Unit and Unified Support Program. The constitution of Units shall be as follows:

- Primary Unit: Age group 4 – 9 years
- Junior Unit: Age group 9 – 14
- Senior Unit for Boys and Girls: Age group 14 –17 years
- Adult Skills Enrichment Program (English and Arabic medium of instruction): Age 18 – 35 years
- Unified Support Program (grouped into classes as per chronological age): Age 4 – 35 years
- Arabic Unit: Age group 4– 17 years
- Scholastic Unit: Age group 4– 17 years
- Placement in Arabic class shall be based on parental request for instruction in the Arabic language.

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|                          | <b>POLICY</b>                                                                     |                                 |             |
|                          | <b>PLACEMENT AND MOVEMENT OF STUDENTS</b>                                         |                                 |             |
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**Movement of students**

All students in the Centre shall be moved from their current classes on an annual basis. Movement may be:

- I. Movement of Students to another Class or Unit
- II. Graduation from Integrated Program and Exit from the Centre

**I. Annual Movement of Students to another Class or Unit**

Movement of students will happen on an annual basis based on chronological age, developmental age, based on specific support service requirements and clearing eligibility requirements with the following exceptions:

- Students in Arabic Class
- Students in the Arabic Unit, Senior Unit and ASEP who are awaiting transfer to the Work Placement (SAIE) Unit

Chronological age-based annual movement of students will be decided by the Program Leader- Special Education and be effective from the beginning of each academic year in September.

Intimation of movement of students shall be given to all Program Leaders by the Program Leader – Special Education via email by end of June. Parents shall be notified by the Student Affairs Secretary via Placement of Student form before the start of the academic year.

**II. Graduation from Integrated Program and Exit from the Centre**

Graduation may be considered for students in the Arabic, Senior Unit for Boys and Girls, and ASEP. The Director shall be the final authority to approve graduation.

Students may be graduated from the Centre based on any of the following criteria:

- 1. Student having reached the age of 35 years.
- 2. Movement to Supported and Inclusive Employment Department

Students may be exited from the Centre based on any of the following criteria:

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|                          | POLICY                                                                            |                                 |             |
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1. In the event of not receiving any cooperation from the student’s parents/family as a team member, working towards implementation of the student’s IEP as chartered out by the TDA and TDI teams at the Centre.
2. In the event of not adhering to the Centre’s policies / rules / regulations.
3. In the event of the Centre not having sufficient resources to cater to student’s requirements or newly developed needs.

**General:**

Exceptions to the placement rules can be made based on the collective input and feedback from the Program Leaders and as approved by the Director.

Any related ministerial orders and/or government laws shall supersede this policy document until the time that this policy is revised in conjunction with ministerial orders and/or government laws.

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|                          | POLICY                                                                            |                                 |             |
|                          | PLACEMENT AND MOVEMENT OF STUDENTS                                                |                                 |             |
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Appendix – Amendment History & Authorisation

| Revision No | Description of Change                                                                                                                                                                                                                                                                                                                                                                   | Issue Date        | Authorised By |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| 00          | First Issue                                                                                                                                                                                                                                                                                                                                                                             | 15 April 2012     | Director      |
| 01          | To omit: No student shall remain in the same class for more than two academic years.                                                                                                                                                                                                                                                                                                    | 30 June 2013      | Director      |
| 02          | To ensure that students are placed in classes based on chronological age and developmental age in context to the peer group in an appropriately organized environment and to enable intake and placement of new admissions.                                                                                                                                                             | 05 June 2014      | Director      |
| 03          | New Al Noor logo                                                                                                                                                                                                                                                                                                                                                                        | 01 Feb 2016       | Director      |
| 04          | Placement in Scholastic Unit included                                                                                                                                                                                                                                                                                                                                                   | 19 June 2016      | Director      |
| 05          | Replace the Centre's logo in all QMS documents and revision of document codes                                                                                                                                                                                                                                                                                                           | 12 Aug 2020       | Director      |
| 06          | Replace the Centre’s logo in All QMS documents <b>Except</b> HR, Accounts and SCR Documents.                                                                                                                                                                                                                                                                                            | 16 March 2021     | Director      |
| 07          | Replace the Centre’s logo in All QMS documents Except HR, Accounts, SCR, FM and IT Documents.                                                                                                                                                                                                                                                                                           | 16 September 2024 | Director      |
| 08          | To update age of students receiving services at the Centre.<br>To reflect the addition of United Support Program<br>To remove information about direct placement to the previous special care program<br>To update exceptions in movement of students<br>To remove IQ requirements for entry to Scholastic Unit<br>To reflect movement to Supported and Inclusive Employment Department | 03 February 2025  | Director      |