

## Secondary School Graduation Policy

### Purpose

The purpose of this policy is to provide clear criteria to parents in regard to the minimum requirements for Graduation at IBSB and what will happen if the students do not achieve the minimum requirements.

### Overview

All IBSB students who are successful in achieving a minimum of 5 I/GCSE C-A\* certificates and 2 GCE Advanced Level E-A\* certificates by the end of Year 13 are eligible to graduate and to participate in a formal graduation ceremony.

The graduation ceremony takes place annually during June.

The graduation procedure start in January when all the graduating students must complete the graduation questionnaire indicating whether the wish to attend the formal graduation ceremony. This ceremony is provided by the school to all graduates at no cost to the student of the accompanying family.

### Graduating Students

Any student who graduates from IBSB will be presented with the following documents:

1. IBSB Graduation Diploma
2. IBSB Letter of Graduation
3. IBSB Transcript of grades achieved with predicted grades for final exams
4. CIE Certificates/Statements of Results
5. Individual graduate photo
6. Photo of graduating class
7. A digital copy of the graduation ceremony, including selected photos

### Students leaving IBSB without graduating

Students who do not achieve the minimum academic requirements will be able to ask for the following documents when leaving, if applicable:

- Moving on Letter
- IBSB Transcript of grades achieved with predicted grades for final exams
- CIE Certificates/Statements of Results

### Requirements for attendance at the graduation ceremony

In keeping with our student attendance and examinations policy, students must have 85% attendance. Students below 85% must attend a meeting with the head of secondary to agree criteria by which attendance at the graduation ceremony will be allowed.



Students must also participate fully in the CAS programme to the satisfaction of their CAS supervisor. If this not the case, students will not be able to participate in the graduation ceremony.

## **Related Policies**

PS/SS Curriculum Policy

WS Awards Policy

SS Examinations Policy

SS Attendance Policy

*Updated Aug 2018, MT*