



REPUBLIC OF NAMIBIA

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**MINISTRY OF EDUCATION, ARTS AND CULTURE**

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**CIRCULAR FORM ED: 17/2020**

**TO:**

- HONOURABLE MINISTER**
- HONOURABLE DEPUTY MINISTER**
- CHIEF REGIONAL OFFICERS**
- DEPUTY EXECUTIVE DIRECTORS**
- DIRECTORS OF EDUCATION, ARTS AND CULTURE**
- DEPUTY DIRECTORS OF EDUCATION, ARTS AND CULTURE**
- INSPECTORS OF EDUCATION**
- REGIONAL EDUCATION OFFICERS**
- SCHOOL PRINCIPALS**
- HEADS OF DEPARTMENTS**
- SCHOOL BOARD MEMBERS**
- TEACHERS**
- NANTU, TUN, NANSO**
- PUBLIC RELATIONS OFFICER**

**CIRCULAR FORM. ED 17/2020**

**SUBJECT: GUIDELINES FOR COMPLETION OF PROMOTION SCHEDULES AND PROGRESSION OF LEARNERS AT THE END OF THE SCHOOL YEAR 2020**

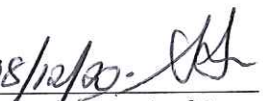
**1. INTRODUCTION AND BACKGROUND**

This circular should be read in conjunction with previously issued formal education circulars (Form Ed. Circulars 8, 9, 10 and 11 of 2020) for ease of understanding and is based on the Cabinet Decision number 19<sup>th</sup>/01.12.20/004.

The circular provides guidance to schools and regional offices regarding the completion of the promotion schedules and the progression of all learners, including those that did not attend classes or could not be traced during and after the schools' reopening from September 2020.

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*All official correspondence must be addressed to the office of the Executive Director.*

The information contained in this circular is applicable to all government and private schools, registered with the Ministry of Education, Arts and Culture and offering the Namibian curriculum, unless written permission has been obtained from the Executive Director to deviate from it.

## **2. COMPLETION OF ATTENDANCE REGISTER FOR LEARNERS**

Circular Form Ed. 11/2020 gives clear instructions on the completion of the attendance register. In circumstances where learners/parents did not collect and submit learning materials for learning activities or the whereabouts of learners are not known by the school, even after the lock down, such learners should be kept in the school registers. These learners should be marked absent (a) and should not be regarded as having dropped out of school. Additionally, learners Learning From Home (LFH), shall remain in the register of their respective school, and the learners should be marked with the letter (h) in the register. These learners should be counted as present in the register.

## **3. LEARNERS' PROMOTION MARKS AND COMPLETION OF PROMOTION SCHEDULES**


For Grades 1-9 learners, the marks to be recorded in the end of year school reports should be obtained from 50% continuous assessment and 50% of test series on work completed from the first trimester. This record will inform the learning support required for the 2021 school year.

A learner who could not write tests as part of the test series or did not make any attempt to fulfil assessment requirements without a valid reason, will get no mark. For a learner where there is a valid reason with documentary proof provided for his/her failure to fulfill the assessment requirements, an average will be calculated for marks obtained throughout the year, as per National Promotion Policy Guide for Junior and Senior Primary school phase (2015) and for Junior and Senior Secondary school phase (2018).

## **4. PROGRESSION AND REPETITION OF LEARNERS AND ISSUING OF REPORTS CARDS**

In the interest of keeping learners close to their chronological peers and avoiding the potential psychosocial toll of repeated retentions, it is expected that learners will progress through Grades 1-9 without repetition. This circular therefore directs as follows:

- a) All learners who meet the relaxed promotion requirements as set out in Form Ed. Circular 8 of 2020 will progress to the following grade;
- b) Learners who did not meet the promotion requirements as set out in Form Ed. Circular 8 of 2020 will be transferred with condonation, provided there is evidence of school attendance (face-to-face / LFH);

08.12.20. 



- c) Learners who are currently repeating their grade should be transferred as per the promotion policies;
- d) Learners who have not reported back to school and did not accumulate continuous assessment records nor did they participate in “learning from home” (LFH), have to repeat this Grade in 2021.
- e) In cases where the class teacher (Grades 1-3) or subject teachers (Grades 4-9) in consultation with the promotion committee and the parents are absolutely convinced that a learner would not benefit from progressing to the next grade, such a learner should repeat that grade.

Report cards should be issued to all learners indicating whether promoted, not promoted, transferred or transferred with condonation and/ or repeat.

## 5. CONCLUSION

School principals, teachers, education officers and inspectors of education are urged to adhere to this circular for purposes of moderation and promotion.

Your cooperation in this regard is highly appreciated.

  
 Sanet L. Steenkamp  
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**PREVIOUS CIRCULAR: FORM. ED 16/2020**

**SUBJECT: SCHOOL CALENDAR FOR 2021 AND THE COMMEMORATION OF THE DAY OF THE AFRICAN CHILD ON 16 JUNE 2021**

**HEADING: ADDRESSEES**

**HONOURABLE MINISTER**  
**HONOURABLE DEPUTY MINISTER**  
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**ADVISORY SERVICES**  
**SCHOOL PRINCIPALS OFFERING GRADES 10-11**  
**TEACHERS**  
**NANTU, TUN & NANSO**  
**PUBLIC RELATIONS OFFICER**