

CISA STUDENT PROMOTION POLICY

1. Purpose

The CISA Student Promotion Policy establishes clear and consistent academic conditions for determining whether a student is promoted from one grade level to the next. Promotion decisions are based on the student's overall academic performance, final subject results, and performance in the core subjects of English and Mathematics. The policy also provides appropriate academic support for students who demonstrate specific learning gaps in English, Mathematics, or both.

2. Promotion Categories

At the end of each academic year, each student will be placed into one of the following categories:

1. **PROMOTED**
2. **NOT PROMOTED**
3. **PROMOTED WITH SUPPORT**
4. **SUMMER COURSE REQUIRED FOR PROMOTION**

The conditions for each category are outlined below.

3. CATEGORY 1 – PROMOTED

A student is classified as **PROMOTED** when the student meets all of the following conditions:

A. Trimester F Requirement

The student must have no more than one (1) F grade in one trimester only, provided that the F does not occur in the final trimester.

A student who receives an F in more than one trimester, or receives an F in the final trimester, does not meet this condition for standard promotion.

B. Final Average Requirement

The student's final academic average must be equal to or higher than D (over 50%) according to the CISA grading scale.

C. English and Mathematics Requirement

The student's final result in both English and Mathematics must be above 50%.

A student who satisfies all three conditions is classified as:

PROMOTED

4. CATEGORY 2 – NOT PROMOTED

A student is classified as **NOT PROMOTED** when the student fails to meet one or more of the fundamental promotion conditions.

This may occur when:

- The student has an F in more than one trimester;
- The student receives an F in the final trimester;
- The student's final academic average is below D; or
- The student's final result in both English and Mathematics lower than 50%.

Students classified as **NOT PROMOTED** will be required to REPEAT their current classes.

5. CATEGORY 3 – PROMOTED WITH SUPPORT (C2)

A student may be classified as **PROMOTED WITH SUPPORT (C2)** when the student demonstrates a specific learning gap in **English, Mathematics, or both**, while otherwise meeting the fundamental academic conditions for promotion.

A student qualifies for **C2** when:

A. Trimester F Requirement

The student has no more than one (1) F in one trimester only, and the F does **not** occur in the final trimester.

B. Final Average Requirement

The student's final academic average is equal to or higher than D.

C. English and/or Mathematics Result

The student's final result in English and/or Mathematics is between 45% and 49%.

Students meeting these conditions are:

PROMOTED WITH SUPPORT – C2

The student will be promoted to the next grade but will be required to participate in the **CISA Student Support Program** related to CCC (CISA Care Center) in the subject(s) in which the student has been classified as C2.

C2 support may include, according to the student's identified needs:

- Additional academic support during regular school hours;

- Additional elective/support sessions after school; (not for the PYP)
- Targeted intervention and reinforcement;
- Continuous monitoring of academic progress; and
- Reassessment or other academic interventions when determined necessary by the School.

Important: C2 is a promotion status with a mandatory academic support requirement. It does not mean that the student has failed the academic year. But participation in the Support Program is not optional; it is a condition of promotion.

- If the parents choose to transfer the student to another school, the student's C2 classification and academic results remain part of the student's official academic record and do not change as a result of the transfer.

6. CATEGORY 4 – SUMMER COURSE REQUIRED FOR PROMOTION

A student may be required to participate in a CISA Summer Course when the student has a significant learning gap in English, Mathematics, or both, but otherwise meets the fundamental academic conditions for promotion.

A student qualifies for this category when:

A. Trimester F Requirement

The student has no more than one (1) F in one trimester only, and the F does not occur in the final trimester.

B. Final Average Requirement

The student's final academic average is equal to or higher than D.

C. English and/or Mathematics Result

The student's final result in English and/or Mathematics is between 40% and 44%.

In this case, the student:

REQUIRES SUMMER COURSE FOR PROMOTION

The student must successfully complete the prescribed CISA summer course and any required reassessment before final promotion to the next grade is confirmed.

The Summer Course is designed to provide intensive reinforcement and address the identified learning gaps before the student progresses to the next academic level.

*students who cannot join the CISA summer courses for any reason, they will be considered NOT PROMOTED.

- Being required to attend a Summer Course does not automatically guarantee promotion. The Summer Course is an additional academic opportunity provided to the student to strengthen identified learning gaps and avoid losing an academic year. Promotion will only be confirmed after the student successfully completes the required programme and achieves a satisfactory result in the prescribed reassessment.
- Participation in the Summer Course alone does not constitute successful completion of the promotion requirements.

7. Summary of Promotion Conditions

Category	Trimester F Condition	Final Average	English / Mathematics	Status
PROMOTED	No more than 1 F in one trimester only; not in final trimester	D or higher	Above 50%	Promoted
PROMOTED WITH SUPPORT – C2	No more than 1 F in one trimester only; not in final trimester	D or higher	45%-49%	Promoted with required support
SUMMER COURSE REQUIRED	No more than 1 F in one trimester only; not in final trimester	D or higher	40%-44%	Summer course and reassessment required
NOT PROMOTED Have one of the conditions	Does not meet required condition(s)	Below D and/or other promotion conditions not met	Less than 40%	Not promoted

8. Application to English and Mathematics

The English and Mathematics thresholds described in this policy apply individually to each subject.

For example:

- A student with 52% in English and 47% in Mathematics may be classified as C2 in Mathematics and promoted with Mathematics support.
- A student with 47% in English and 46% in Mathematics may be classified as C2 in both subjects and promoted with support in both.

- A student with 43% in English and 52% in Mathematics may be required to complete a Summer Course in English before promotion.
- A student with 43% in English and 42% in Mathematics may be required to complete the Summer Course in both subjects.

9. Purpose of Academic Support C2

The purpose of the C2 and Summer Course provisions is to ensure that students are not denied academic progression solely because of a specific learning gap when they have otherwise demonstrated the required overall academic performance.

These interventions are intended to:

- Identify and address learning gaps;
- Strengthen essential academic skills;
- Support successful transition to the next grade level;
- Monitor student progress continuously; and
- Ensure that students receive appropriate academic support according to their individual needs.
- All students classified as **C2** will be charged an additional **25%** of their annual tuition fee.

10. Final Academic Decision

Promotion decisions are made based on the student's complete academic record and the conditions established in this policy.

The School reserves the right to prescribe additional academic interventions, reassessments, or support measures when required by the student's academic circumstances.

All promotion classifications will be formally communicated to parents or guardians through the official CISA communication channels.

Academic Authority Over the Student Support Program C2

The Academic Team and Student Support Team shall have the final authority to determine the design, implementation, continuation, modification, or completion of a student's participation in the **Student Support Program C2**.

These teams will work collaboratively and continuously, with the best academic interests and educational needs of the student as the primary consideration.

Their academic authority includes, but is not limited to, decisions regarding:

- The student's admission to or classification within the Support Program;
- The subject(s) requiring support;
- The type and structure of support provided;
- The schedule, days and times of support sessions;
- The duration and frequency of sessions;
- The starting date of the programme;
- The continuation, modification, or completion of the programme;
- The student's readiness to exit the Support Program; and
- Any reassessment or additional intervention considered academically necessary.

Parents and guardians are informed partners in the student's education and will be appropriately informed about the student's classification, support requirements, progress, and relevant programme arrangements. However, parents, guardians, or other CISA departments do not have the authority to independently determine, alter, postpone, suspend, or terminate the academic support programme or its arrangements.

Where necessary, the Academic Team and Student Support Team may consult with parents and other relevant CISA departments to facilitate the practical implementation of the programme. Such consultation does not transfer academic decision-making authority from the Academic and Student Support Teams.

All decisions shall be made professionally, consistently, and in accordance with CISA's academic policies, assessment results, and the best interests of the student's academic development and progress.

CISA Students Support Programme