BIT

Bangladesh International Tutorial

PROMOTION POLICY

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PROMOTION POLICY FOR CLASSES 1-12

Effective: from Academic Session: 2025–2026

BIT is proud of its high academic standards, and we seek to build on our achievements by establishing this Promotion Policy.

1. PURPOSE

The purpose of this policy is to establish clear, consistent, and developmentally appropriate criteria for the promotion of students from each grade to the next level. We seek to foster a structured and supportive environment where students can thrive both academically and personally by encouraging academic responsibility, regular attendance, and active participation.

2. GUIDING PRINCIPLES

- Promotion decisions prioritize the best interests of the students.
- Multiple measures of academic and developmental progress will be used.
- Early intervention and continuous monitoring to guide student progress.
- The relevant teachers, Coordinators, Head of Sections, and the Vice Principal will collaborate on all Promotion decisions.

3. SCOPE

This policy applies to all students enrolled from Class 1 to Class 12

4. CRITERIA FOR PROMOTION

BIT's criteria for promotion will be based on a combination for six factors, each of which is described in greater detail below.

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A. Academic Performance: Minimum Grade Requirement

Class 1 to Class 3 Students must secure at least a **'C' grade (60%)** in all matriculation subjects—**Bangla, English Language, and Mathematics**—in their Class Tests to qualify for promotion. Additionally, students must attain **a minimum of overall 50% marks in the grand total** in the Class Tests to be eligible for promotion to the next class**.**

If a student's grades **fall below D grade**, the parents will be asked to **meet with the Head of School** for clarification and discussion of the next steps.

Class 4 to Class 8 Students must secure at least a **'C' grade (60%** in all matriculation subjects—**Bangla, English Language, and Mathematics**—in the Term Examinations to qualify for promotion. Additionally, students must attain **a minimum of overall 50% marks out of the grand total** to be eligible for promotion to the next class**.**

Board Examination Classes 9 and 10 students need to attain at least a score of '4' in the (9-1) numerical assessment scale in their chosen subjects at the Mid-term Examinations to register for the Board Examinations.

Board Examination Classes 11 and 12 students need to attain at least a 'D' Grade in their chosen subjects at the Mid-term Examinations to register for the Board Examinations.

B. Attendance

Minimum Attendance Requirement:

All Class 1 to Class 8 students must attend **at least 85% of scheduled school days, unless justified by documented and recent medical or exceptional circumstances as stated in the Absence Reporting Procedure,** to be considered for promotion to the next grade.

All Class 9 students must attend **at least 75% of scheduled school days, unless justified by documented and recent medical or exceptional circumstances as stated in the Absence Reporting Procedure,** to be considered for promotion to the next grade.

For the Board Examination Classes- 10, 11 and 12, attendance of school days should be 75%.

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Absence Reporting Procedure (for classes):

- If a student is absent, parents must notify the class teacher via email **on the same day**.
- For absences exceeding **two consecutive days**, a **medical certificate** must be submitted via email.
- Absences will only be counted as **'leave'** (rather than **'absent'**) when both these steps are completed.

Ongoing Monitoring and Final Notification:

- Monthly attendance updates will be shared with all parents. Before the Final Term Examinations, class teachers will review each student's attendance and issue a final summary.
- If a student's attendance **falls below the minimum attendance requirement**, the parents will be asked to **meet with the Head of School** for clarification and discussion of the next steps.

C. Term Examination Participation (Class 4 – Class 9)

Attendance in all Final Term Examinations for matriculation subjects is **compulsory**. Missing even **one** Final Term Examination in Bangla, English Language, or Mathematics will make a student **ineligible for promotion**.

D. Policy on Class Test Attendance and Missed Class Tests

Classes 1 - 3

a. Retake Opportunity – If the absence is excused, the child may be allowed one retake per subject, per term. The retake will be scheduled within a week of the original test date. The retake may be a modified version of the original test.
b. Unexcused Absences – If no valid reason is given, the retest will not be scheduled, and the child will receive a zero.

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c. Special Cases – In cases of extended illness or emergency, the teacher may use an alternative activity (like a one-on-one oral quiz or worksheet) to assess the child.

Classes 4 – 12

a. Punctual attendance on all test days is mandatory.
b. If a student is absent on the day of a class test, the parent or guardian must submit a written application to the school stating the reason for the absence. Proper medical documentation must be included with the application.
c. If the application is approved, the missed test (a maximum of two class tests) will be excluded from the average calculation of class tests.
d. If a student misses all class tests due to an extended illness or emergency, and the submitted application is approved by the higher authority, then the teacher may conduct an alternative marking activity to assess the student's understanding.
e. Unapproved absences in a class test will be counted as 'zero' during average class test mark calculation.
f. The school reserves the right to assess the validity of an application. Approval to be based on the criteria mentioned above.

E. Social-Emotional and Behavioral Development

To be considered for promotion, students must show age-appropriate behavioral and emotional maturity. Teachers will observe and assess the following developmental indicators:

- **Self-Management**: The student shows reasonable control over emotions (such as anger, frustration, excitement) and responds well to feedback.
- **Social Awareness and Interaction**: The student demonstrates kindness and respect to others, participates in group activities, and resolves minor conflicts with support.
- **Responsibility and Conduct**: The student follows school rules, understands consequences of actions, and shows accountability.
- **Adaptability and Readiness**: The student shows interest in moving to the next level, handles new tasks with a positive attitude, and adjusts well to changes in routine.

- **Communication Skills**: The student expresses thoughts clearly and listens to others respectfully.

These behavioral and emotional indicators will be considered along with academic and attendance criteria. For students who need additional support, teachers and school leaders may offer guidance and follow-up to promote growth in these areas.

F. Teacher Recommendations

For all students, input from current teachers regarding academic performance, work habits, and overall development will be considered.

5. RETENTION PROCESS/ SUPPLEMENTARY EXAMS

If a student scores below 60% in any matriculation subject, they will be invited to appear for a **Supplementary Test** in that subject. Should the student still not meet the qualifying grade before the next academic session begins, they will be required to **repeat the same grade.** For the grand average of Total mark that falls below 50% - students have to sit for all 3 matriculation subjects.

6. SPECIAL CONSIDERATIONS

Special Considerations can be made for very specific cases for only those students who are from countries (e.g. China) where English is not a state language, and for students that may need ESL support classes to be considered for promotion.

7. COMMUNICATION WITH FAMILIES

Families will be informed at regular intervals (via reports cards and parent-teacher conferences) of their child's progress. If a student is at risk of retention, families will be notified by the school authorities.

8. POLICY REVIEW

This policy will be reviewed by BIT for the next academic year.