



**ela
green
school**

AN IB CONTINUUM
WORLD SCHOOL

MYP & DP

PROMOTION, PROGRESSION,
READINESS AND
ACADEMIC GROWTH POLICY

2026 - 2027

Learning for Action,
Action for Change.



ELA Green School

MYP and DP Promotion, Progression, Readiness and Academic Growth Policy

Applicable to MYP1 to DP2

Policy Note

This policy must be read with the Student Discipline and Conduct Policy, Assessment Policy, Academic Honesty Policy, Attendance Policy, Safeguarding/Child Protection procedures and applicable school circulars. Where conduct, attendance, academic honesty or safeguarding affects promotion, subject placement, MYP eAssessment, DP registration or certificate eligibility, the relevant specialized policy and this policy will be applied together. The school will apply these policies together in a fair, age-appropriate and evidence-based manner. Discipline, attendance, assessment, academic honesty, safeguarding, promotion, placement and registration decisions may be connected, but each aspect will be reviewed under the relevant specialized policy. No serious academic or disciplinary consequence will be decided without documentation, parent communication where appropriate, and review by the relevant school authority.

School Vision, Mission, Motto and Core Values

Our Vision

We focus on holistic development that encourages students to become resilient learners who positively transform the school, local and global communities. Students incorporate sustainability practices beyond the classroom and strive to be inclusive and empathetic to create a peaceful world.

Our Mission

Our mission is to nurture resilient, intellectually courageous, and ethically grounded learners through a holistic Mind-Body-Soul approach. We foster students to think critically, act with empathy, and embrace diverse perspectives. Through authentic learning opportunities, students take responsible action, apply sustainable practices beyond the classroom, and positively transform their school, local, and global communities, contributing to a more inclusive and peaceful world.

Our Motto

Learning for Action, Action for Change.

Our Core Values

Intellectual Courage | Empathy | Responsibility | Resilience | Sustainability

1. Purpose of the Policy

The purpose of this policy is to ensure that student promotion from one grade level to the next is fair, transparent, academically sound and aligned with the expectations of the IB Middle Years Programme and Diploma Programme.

Promotion at ELA Green School is not based only on age or completion of one academic year. It is based on a holistic review of the student's academic achievement, conceptual understanding, ATL development, completion of IB requirements, attendance, assessment completion, academic honesty, Service as Action, Community Project, Personal Project, CAS, TOK and Extended Essay, wherever applicable.

The school believes that every student must be supported to progress. However, progression must not happen at the cost of academic readiness. Therefore, this policy clearly defines promotion, conditional promotion, subject-level placement, retention, MYP eAssessment registration, school-based assessment options, DP registration status, and eligibility for DP subject choices.

2. Guiding Principles

1. Promotion must reflect the student's readiness for the academic demands of the next grade.
2. A student's final achievement level must be based on sufficient evidence across the year and not only on one examination.
3. The IB 1-7 grading scale will be used for MYP and DP subjects.
4. Completion of non-examination IB components is compulsory. These include Service as Action, Community Project, Personal Project, CAS, TOK and Extended Essay, as applicable.
5. A student cannot claim automatic entitlement to a subject, subject level, Higher Level course, Mathematics AA, three-science pathway, MYP eAssessment registration, or full Diploma registration only on the basis of interest.
6. The school has the final responsibility to place students in subjects, levels and registration pathways where they have a realistic chance of success.
7. Conditional promotion is a support mechanism, not a right.
8. Retention may be recommended when the school believes that promotion will seriously affect the student's academic growth, wellbeing or future IB success.
9. Subject placement and level placement will be based on achievement, readiness, teacher recommendation, timetable feasibility and the student's long-term academic interest.
10. The school may withhold MYP eAssessment registration or full DP Diploma registration when a student does not meet the academic, attendance, coursework, conduct or readiness requirements defined by the school.
11. Conduct-related registration decisions will be based on documented evidence, due process, seriousness, programme integrity and the applicable discipline/safeguarding policy.

12. Absence from any scheduled Formative Assessment (FA) or Summative Assessment (SA) must be supported by a valid medical certificate or another genuine reason, submitted in person by the parent/guardian. Any request for consideration will be reviewed only by the relevant Programme Coordinator or the Head of Department.
13. MYP and DP progression also depends on completion of required instructional time. The MYP requires at least 50 hours of teaching time for each subject group in each year of the programme. In the DP, the school will plan and monitor delivery against the IB teaching-time expectations of 150 hours for Standard Level subjects and 240 hours for Higher Level subjects. Persistent absence that prevents completion of these required learning hours may affect promotion, subject placement, eAssessment registration, DP registration or examination eligibility.

3. Assessment Scale

All MYP and DP subjects are assessed on the IB 1-7 scale.

Grade	Descriptor
7	Excellent achievement
6	Very good achievement
5	Good achievement
4	Satisfactory achievement
3	Limited achievement
2	Very limited achievement
1	Minimal achievement
N	No grade due to insufficient evidence, non-submission or non-attendance

A grade of 4 is considered the minimum satisfactory level of achievement. A grade of 3 indicates concern. A grade of 1 or 2 indicates serious academic risk.

4. General Promotion Expectations for MYP

For promotion in the MYP, the school will consider:

1. Final subject grades.
2. Performance across all assessment criteria.
3. Completion of summative assessments.
4. Completion of Service as Action.
5. Completion of Community Project in MYP3.
6. Attendance and continuity of learning.
7. ATL skills and learner profile development.
8. Academic honesty.
9. Completion of required school-based assessments.
10. Completion of Personal Project in MYP5.
11. Teacher recommendation, coordinator review and Head of School approval.
12. Valid documentation for absence from scheduled FA or SA, including a medical certificate or another genuine reason submitted in person by the parent/guardian, wherever applicable.

Final grades will be determined using the IB “best fit” approach. This means that the final grade is not a simple mathematical average, but a professional judgement based on the most consistent and most recent evidence of achievement across the relevant criteria.

5. Calculation of MYP Promotion Score

The MYP promotion score is calculated by adding the final grade earned in each required subject group.

For subject groups in which students take more than one course, the school may use the highest final grade within that subject group for calculating the minimum promotion score. However, all courses studied by the student remain compulsory, and the student must meet the school’s minimum passing expectations in all courses.

For example, if a student studies Visual Art in Semester 1 and Performing Art in Semester 2, both courses fall under the Arts subject group. The final Arts subject-group grade will be determined by the school based on the available evidence from the Arts programme. However, the student is expected to complete the required work in both Visual Art and Performing Art. Similarly, in MYP4 and MYP5, students study Physics, Chemistry and Biology. Even if only one Science subject-group grade is used for promotion-score calculation, all three sciences remain compulsory school subjects and must be completed as per school requirements.

6. Courses Offered During MYP1

Subject Groups	Language and Literature	Language Acquisition	Individuals and Societies	Sciences	Arts	Mathematics	Design	Physical and Health Education
Courses Offered	English	Hindi or French	Individuals and Societies	Integrated Science / Science	Visual Art and Performing Art	Mathematics	Product Design and Digital Design	Physical and Health Education

Successful completion of MYP1 is defined by meeting the following criteria by the final term of the academic year:

1. Minimum promotion score of 32 points.
2. A maximum of 2 final grades below 4/7.
3. All final grades must be 3/7 or above.
4. No subject may have an N grade.
5. Successful completion of Service as Action.
6. Completion of all major summative assessments and school-based requirements.
7. Minimum attendance of 85% is required. The school may consider concession up to 70% only in documented and genuine cases, subject to academic evidence, catch-up completion and Programme Coordinator approval. Attendance below 70% must be referred to the Head of School for final review.
8. No unresolved academic honesty concern.

Conditional Promotion from MYP1 to MYP2

A student who narrowly misses the above criteria may be considered for conditional promotion if the school believes that the student has sufficient readiness for MYP2. Conditions may include:

1. Completion of bridge assignments during vacation.
2. Reassessment in one or more subjects.
3. Academic improvement plan.
4. Mandatory parent meeting.
5. Review after the first term of MYP2.
6. Regular monitoring by the Homeroom Teacher and MYP Coordinator.
7. Failure to meet the conditions may result in continued academic probation or recommendation for grade-level review.

7. Courses Offered During MYP2

Subject Groups	Language and Literature	Language Acquisition	Individuals and Societies	Sciences	Arts	Mathematics	Design	Physical and Health Education
Courses Offered	English	Hindi or French	Individuals and Societies	Integrated Science / Science	Visual Art and Performing Art	Mathematics	Product Design and Digital Design	Physical and Health Education

Successful completion of MYP2 is defined by meeting the following criteria by the final term of the academic year:

1. Minimum promotion score of 32 points.
2. A maximum of 2 final grades below 4/7.
3. All final grades must be 3/7 or above.
4. No subject may have an N grade.
5. Successful completion of Service as Action.

6. Completion of all major summative assessments and school-based requirements.
7. Minimum attendance of 85% is required. The school may consider concession up to 70% only in documented and genuine cases, subject to academic evidence, catch-up completion and Programme Coordinator approval. Attendance below 70% must be referred to the Head of School for final review.
8. No unresolved academic honesty concern.

Conditional Promotion from MYP2 to MYP3

A student may be conditionally promoted if the student has shown clear improvement and the school believes that the academic gaps can be addressed through structured intervention. Conditions may include:

1. Subject-specific improvement plan.
2. Vacation work.
3. Reassessment before or shortly after reopening.
4. Regular monitoring by the Homeroom Teacher, subject teacher and MYP Coordinator.
5. Parent undertaking acknowledging that continuation in MYP3 depends on academic improvement.

8. Courses Offered During MYP3

Subject Groups	Language and Literature	Language Acquisition	Individuals and Societies	Sciences	Arts	Mathematics	Design	Physical and Health Education	Community Project
Courses Offered	English	Hindi or French	Individuals and Societies	Integrated Science / Science	Visual Art and Performing Art	Mathematics	Product Design and Digital Design	Physical and Health Education	Community Project

Successful completion of MYP3 is defined by meeting the following criteria by the final term of the academic year:

1. Minimum promotion score of 32 points.
2. A maximum of 2 final grades below 4/7.
3. All final grades must be 3/7 or above.
4. No subject may have an N grade.
5. Successful completion of Service as Action.
6. Successful completion of the Community Project.
7. Completion of all major summative assessments and school-based requirements.
8. Satisfactory readiness in English, Mathematics and Science.
9. Minimum attendance of 85% is required. The school may consider concession up to 70% only in documented and genuine cases, subject to academic evidence, catch-up completion and Programme Coordinator approval. Attendance below 70% must be referred to the Head of School for final review.
10. No unresolved academic honesty concern.

Community Project Requirement in MYP3

All MYP3 students are required to complete the Community Project as a compulsory MYP component as per the school's timeline, process requirements and assessment expectations. Non-completion, late completion or unsatisfactory completion of the Community Project may affect promotion, conditional promotion, and readiness for MYP4.

Additional Academic Readiness Expectations for MYP4

MYP3 is an important transition year because students move into the more demanding MYP4 structure, including discrete sciences and stronger preparation for MYP eAssessment. Therefore, promotion from MYP3 to MYP4 will be treated with additional seriousness.

The school will review the student's readiness in:

1. English language proficiency.
2. Mathematical reasoning.
3. Scientific understanding.
4. ATL skills.
5. Independent study habits.
6. Ability to complete assignments on time.
7. Ability to cope with discrete sciences and increased academic expectations.

Conditional Promotion from MYP3 to MYP4

Conditional promotion from MYP3 to MYP4 may be granted only if the student has narrowly missed the criteria and the school believes that the student can cope with MYP4 after completing bridge work, reassessment and a structured academic improvement plan.

Conditions may include:

1. Mandatory bridge course in English, Mathematics, Science or other relevant subjects.
2. Completion or improvement of the Community Project, wherever applicable.
3. Vacation assignments.
4. Reassessment before reopening or within the first assessment cycle of MYP4.
5. Parent-student meeting with the Head of School and MYP Coordinator.
6. Written academic improvement plan.
7. Review after the first reporting cycle of MYP4.
8. Academic probation in MYP4.

Retention in MYP3

A student may be retained in MYP3 if one or more of the following apply:

1. The student does not meet the minimum promotion score.
2. The student has more than two final grades below 4/7.
3. The student has any final grade below 3/7.
4. The student has serious gaps in English, Mathematics or Science.
5. The student has not completed required assessments.
6. The student has not completed Service as Action.
7. The student has not completed the Community Project.
8. The student has insufficient attendance or prolonged absence affecting learning evidence.
9. The student fails to meet the conditions of conditional promotion.
10. The school determines that promotion to MYP4 will be academically harmful to the student.

Retention in MYP3 is not a punishment. It is an academic decision taken when the school believes that the student requires more time to build the foundation necessary for MYP4, MYP5 and future DP success.

The final decision on MYP3 retention rests with the Head of School after consultation with the MYP Coordinator, subject teachers and parents.

9. Courses Offered During MYP4

Subject Groups	Language and Literature	Language Acquisition	Individuals and Societies	Sciences	Arts	Mathematics	Design	Physical and Health Education
Courses Offered	English	Hindi or French	Individuals and Societies	Physics, Chemistry and Biology	Visual Art and Performing Art	Mathematics / Extended Mathematics pathway, where applicable	Product Design and Digital	Physical and Health Education
Subject Groups	Language and Literature	Language Acquisition	Individuals and Societies	Sciences	Arts	Mathematics	Design	Physical and Health Education
							Design	

Successful completion of MYP4 is defined by meeting the following criteria by the final term of the academic year:

1. Minimum promotion score of 32 points.
2. A maximum of 2 final grades below 4/7.
3. All final grades must be 3/7 or above.
4. No subject may have an N grade.
5. Successful completion of Service as Action.
6. Completion of all major summative assessments and school-based requirements.
7. Completion of Physics, Chemistry and Biology as compulsory school subjects.

1. Passing performance in all three sciences as per school requirements.
2. Satisfactory progress in the subject choices intended for MYP eAssessment.
3. Completion of PHE and other school requirements.
4. Minimum attendance of 85% is required. The school may consider concession up to 70% only in documented and genuine cases, subject to academic evidence, catch-up completion and Programme Coordinator approval. Attendance below 70% must be referred to the Head of School for final review.
5. No unresolved academic honesty concern.

Three Sciences Requirement in MYP4

ELA Green School requires all MYP4 students to study Physics, Chemistry and Biology. The school may use one Science subject-group grade for the purpose of calculating the promotion score, but this does not remove the requirement to complete all three sciences.

A student who does not meet the minimum expectation in one or more sciences may be given reassessment, conditional promotion or academic probation.

Conditional Promotion from MYP4 to MYP5

Conditional promotion may be granted if the student has narrowly missed the criteria and has shown readiness for MYP5. Conditions may include:

1. Reassessment in failed or weak subjects.
2. Completion of pending internal assessments.
3. Compulsory science support if any of the three sciences is below expectation.
4. Academic probation in MYP5.
5. Restriction on certain MYP eAssessment subject choices if readiness is not demonstrated.
6. Warning that the school may not register the student for MYP5 eAssessment if conditions are not met.
7. Parent undertaking.
8. Review after the first assessment cycle of MYP5.

10. Courses Offered During MYP5

Subject Groups	Language and Literature	Language Acquisition	Individuals and Societies	Sciences	Arts	Mathematics	Design	Physical and Health Education	Personal Project
Courses Offered	English	Hindi or French	Individuals and Societies	Physics, Chemistry and Biology	Visual Art and Performing Art	Mathematics / Extended Mathematics pathway, where applicable	Product Design and Digital Design	Physical and Health Education	Personal Project

Successful completion of MYP5 is defined by meeting the following criteria by the final term of the academic year:

1. Minimum completion score of 32 points.
2. A maximum of 2 final grades below 4/7.
3. All final grades must be 3/7 or above.
4. No subject may have an N grade.
5. Minimum grade of 3/7 in the Personal Project.
6. Successful completion of Service as Action.
7. Completion of all major summative assessments and school-based requirements.
8. Completion of Physics, Chemistry and Biology as compulsory school subjects.
9. Passing performance in all three sciences as per school requirements.
10. Completion of MYP eAssessment requirements, where applicable.
11. Minimum attendance of 85% is required. The school may consider concession up to 70% only in documented and genuine cases, subject to academic evidence, catch-up completion and Programme Coordinator approval. Attendance below 70% must be referred to the Head of School for final review.
12. No unresolved academic honesty concern.

Three Sciences and School Passing Certificate Requirement in MYP5

For MYP eAssessment, students may be registered for science subjects as permitted by IB regulations and school registration decisions. However, even if the student is registered for only two sciences for IB MYP eAssessment, the third science will remain compulsory internally.

The student must pass the third school-assessed science to receive the school's internal MYP completion / passing certificate. The school may withhold the internal passing certificate if a student has not completed or passed required internal components.

MYP5 eAssessment Registration and School-Based Assessment Option

Registration for MYP eAssessment is not automatic. The school may decide not to register a student for MYP5 eAssessment in one or more subjects, or not register the student for the full MYP eAssessment route, if the student does not meet the academic, attendance, coursework, conduct, assessment-completion or readiness requirements of the school.

The school may offer a school-based assessment route instead of MYP eAssessment where it believes that this is in the best academic interest of the student. In such cases, the student may receive school-based grades, an internal transcript, a school completion statement or school passing certificate, subject to completion of all school requirements.

The school's decision regarding MYP eAssessment registration will be based on evidence available before the applicable registration deadlines. Parents will be informed wherever possible, and any applicable registration, withdrawal or late changes will be handled as per school and IB timelines.

11. Entry Requirements from MYP5 to DP1

Entry into DP1 is not automatic. Successful completion of MYP5 does not automatically guarantee entry into the full Diploma Programme or the student's preferred DP subject combination.

For students entering MYP1 from PYP5, the school will consider the PYP5 transition evidence, ATL skills, literacy, numeracy, independence, social readiness and any support plan shared by the PYP team. For students entering DP1, the following MYP5 expectations apply.

To enter the full Diploma Programme, a student must meet the following minimum expectations:

1. Minimum total score of 30 points across the relevant MYP subject groups.
2. No final grade below 3/7.
3. A maximum of 2 final grades below 4/7.
4. No N grade in any subject.
 - a. Minimum grade of 3/7 in the Personal Project.
 - b. Successful completion of Service as Action.
 - c. Successful completion of PHE and school requirements.
 - d. Completion of all school-based requirements, including Physics, Chemistry and Biology.
 - e. Teacher recommendation for selected DP subjects.
 - f. DP Coordinator approval.
 - g. Head of School approval.

A student who does not meet the full DP entry requirement may be:

1. Denied entry into the full Diploma Programme.
2. Recommended for DP Courses instead of the full Diploma Programme.
3. Asked to repeat MYP5 or complete an additional preparatory pathway.
4. Given conditional DP entry with restricted subject choices.
5. Required to change subject choices based on school recommendation.

12. DP Subject-Level Eligibility from MYP5

The following conditions apply for DP subject placement:

DP Subject / Level Requested	Minimum MYP5 Requirement	Additional Requirement
Any SL subject	Minimum grade 4/7 in the same or related MYP5	Subject teacher recommendation

DP Subject / Level Requested	Minimum MYP5 Requirement	Additional Requirement
Any HL subject	Minimum grade 6/7 in the same or related MYP5 subject	Grade 5 may be considered only with strong teacher recommendation and DP Coordinator approval
Science SL	Minimum grade 4/7 in the same MYP5 science	Completion of practical work and teacher recommendation
Science HL	Minimum grade 6/7 in the same MYP5 science	Strong scientific understanding, inquiry skills and teacher recommendation
Three Sciences in DP	Minimum grade 6/7 in Physics, Chemistry and Biology	Strong Mathematics performance, genuine university requirement, all science teacher recommendations, timetable feasibility and Head of School approval
Mathematics AA HL	Minimum grade 6/7 in MYP5 Extended Mathematics or equivalent advanced pathway	Strong algebraic, analytical and problem-solving ability; Mathematics teacher and DP Coordinator approval
Mathematics AA SL	Minimum grade 5/7 in MYP5 Mathematics	Mathematics teacher recommendation
Mathematics AI HL	Minimum grade 6/7 in MYP5 Mathematics	Strong application-based mathematical ability and teacher recommendation
Mathematics AI SL	Minimum grade 4/7 in MYP5 Mathematics	Mathematics teacher recommendation
English A / Language and Literature	Strong performance in MYP5 English	English teacher recommendation
Hindi / French Language Acquisition	Appropriate prior study and demonstrated language level	Language teacher recommendation
Visual Arts / Performing Arts	Satisfactory achievement in Arts	Portfolio, performance or practical evidence may be required
Product Design / Digital Design	Satisfactory achievement in Design subject	Completion of design folder / project work required

The school reserves the right to deny any HL subject, Mathematics AA, three-science combination or subject choice if the student has not demonstrated sufficient readiness. Student interest alone is not sufficient for placement.

13. DP Subject Selection Principles

Subject selection in DP must be based on:

1. Student interest.
2. Academic performance in MYP.
3. Subject teacher recommendation.
4. Evidence of readiness.
5. Future university and career plans.
6. Timetable feasibility.
7. Availability of teachers.
8. Minimum class size, wherever applicable.
9. School approval.
10. The final decision on DP subject placement rests with the school. A student or parent cannot demand a subject or level only on the basis of preference. The school will not place a student in a subject or level where the student has not demonstrated adequate readiness.

14. Placement in Standard Level Subjects

A student may choose a Standard Level subject in DP if the student has:

1. Minimum grade of 4 in the same or closely related MYP5 subject.
2. Completion of all required assessments in that subject.
3. Satisfactory ATL skills.
4. Subject teacher recommendation.
5. If the student has a grade of 3 in the related MYP5 subject, the student may be allowed to take the subject at SL only under exceptional circumstances and with:
6. Written teacher recommendation.
7. Parent acknowledgement.
8. DP Coordinator approval.
9. Academic support plan.
10. Review after the first assessment cycle.

15. Placement in Higher Level Subjects

Higher Level subjects are academically demanding and are not automatically available to all students. A student may be placed in an HL subject only if the student meets all the following conditions:

1. Minimum grade of 6 in the same or closely related MYP5 subject; or grade 5 with very strong teacher recommendation and evidence of consistent high achievement in relevant criteria.
2. No major concern in assessment completion.
3. Strong ATL skills.
4. Ability to work independently.
5. Subject teacher approval.
6. DP Coordinator approval.
7. Head of School approval where required.
8. A student scoring below 5 in the related MYP5 subject will normally not be permitted to take that subject at HL. The school may require a student to move from HL to SL if performance in DP1 shows that the student is unable to cope with the HL demand.

16. Mathematics Placement in DP

Mathematics placement will be strictly controlled because inappropriate placement can seriously affect the student's DP result and university pathway.

Mathematics: Analysis and Approaches HL

A student may be considered for Mathematics AA HL only if the student has:

1. Minimum grade of 6 in MYP5 Mathematics Extended or equivalent advanced mathematics pathway.
2. Strong performance in mathematical reasoning, problem solving and algebraic manipulation.
3. Minimum level 6 in relevant mathematics criteria, especially knowing and understanding, investigating patterns, and applying mathematics in real-life and abstract contexts.
4. Mathematics teacher recommendation.
5. DP Coordinator approval.
6. Evidence of independent problem-solving ability.

A student who has not studied the extended / advanced mathematics pathway in MYP5 will normally not be permitted to take Mathematics AA HL. Interest in engineering, economics, computer science, medicine or any competitive university course does not automatically qualify a student for Mathematics AA HL. Readiness must be proven through performance.

Mathematics: Analysis and Approaches SL

A student may be considered for Mathematics AA SL if the student has:

1. Minimum grade of 5 in MYP5 Mathematics Standard or Extended.
2. Satisfactory algebraic and analytical skills.
3. Teacher recommendation.

Mathematics: Applications and Interpretation HL

A student may be considered for Mathematics AI HL if the student has:

1. Minimum grade of 6 in MYP5 Mathematics Standard or Extended.
2. Strong performance in application-based mathematical thinking.
3. Teacher recommendation.
4. DP Coordinator approval.

Mathematics: Applications and Interpretation SL

A student may be placed in Mathematics AI SL if the student has:

1. Minimum grade of 4 in MYP5 Mathematics.
2. Basic readiness for DP mathematical application.

1. Teacher recommendation.

The school reserves the right to deny Mathematics AA HL or any HL Mathematics placement if the student's prior performance does not indicate readiness.

17. Science Placement in DP

Science subjects in DP require strong conceptual understanding, practical skills, mathematical application and independent study habits.

Science SL

A student may be considered for a Science SL subject if the student has:

1. Minimum grade of 4 in the same MYP5 science.
2. Completion of required practical and internal assessments.
3. Teacher recommendation.

Science HL

A student may be considered for Science HL only if the student has:

1. Minimum grade of 6 in the same MYP5 science.
2. Strong performance in relevant science criteria, especially knowledge and understanding, inquiry and scientific reasoning.
3. Good mathematical ability where required.
4. Completion of all practical work.
5. Science teacher recommendation.
6. DP Coordinator approval.
7. A student with grade 5 may be considered for Science HL only in exceptional cases where the teacher strongly recommends the student and there is clear evidence of readiness. A student below grade 5 will normally not be permitted to take Science HL.

18. Three Sciences in DP

Taking three sciences in DP is an exceptional pathway and not a standard entitlement. A student may be permitted to take three sciences only if:

1. The pathway is permitted under current IB regulations and registration rules.
2. The student has a genuine university or career requirement.
3. The student has scored minimum grade 6 in all three MYP5 sciences.
4. The student has strong performance in Mathematics.
5. The student has completed all three MYP5 sciences successfully.
6. All three science teachers recommend the student.
7. The DP Coordinator approves the pathway.
8. The Head of School gives final approval.

1. The timetable and staffing structure can support the combination.

The school may deny three sciences if the student does not show the required academic strength, even if the student or parent requests it. The school may also advise the student to take two sciences and a more balanced sixth subject if that is in the student's best academic interest.

19. Language Placement in DP

ELA Green School offers English as the first language pathway. For Language Acquisition, students may be offered Hindi or French depending on school feasibility, student readiness and DP subject availability. A student's placement in language level will depend on:

1. Prior language studied.
2. MYP language phase or achievement level.
3. Teacher recommendation.
4. Student's ability in reading, writing, speaking and listening.
5. DP Coordinator approval.
6. A student cannot choose a language level that is clearly below or above the demonstrated ability only to gain an advantage.

20. Arts and Design Pathways

ELA Green School offers Visual Art and Performing Art under the Arts group. In MYP, students may study Visual Art in one semester and Performing Art in another semester. Both are part of the Arts subject group. Students are expected to complete the learning engagements, process work, performances, reflections, portfolios or exhibitions assigned in both components.

The final Arts subject-group grade will be determined based on the school's assessment evidence across the Arts programme. A student cannot ignore one component simply because both fall under the Arts group.

ELA Green School offers Product Design and Digital Design under the Design group. In MYP, students may engage with Product Design and Digital Design as part of the Design subject group, depending on the school timetable, unit planning and available resources. Students must complete all required design cycle work, process journals, prototypes, digital products, reflections and final submissions as applicable.

Placement in Arts or Design in MYP and DP will depend on:

1. Student interest.
2. Prior performance.
3. Portfolio / practical work where applicable.
4. Teacher recommendation.
5. Timetable feasibility.

1. School approval.

Students must complete all required process journals, portfolios, performances, exhibitions, design folders and practical work as applicable.

21. Conditional Promotion

Conditional promotion may be granted when a student has not fully met the promotion criteria but has shown enough potential, improvement and readiness to continue to the next grade with structured support. Conditional promotion is not automatic. It is approved only by the school.

Conditional promotion may include:

1. Academic probation.
2. Bridge assignments.
3. Vacation work.
4. Reassessment.
5. Mandatory support classes.
6. Attendance improvement plan.
7. Completion of pending assessments.
8. Completion of pending Service as Action, Community Project or Personal Project work, where applicable.
9. Restriction on subject choices.
10. Restriction on MYP eAssessment registration or subject registration.
11. Restriction on HL choices.
12. Review after one term.
13. Parent undertaking.
14. Student commitment contract.
15. If the student fails to meet the conditions within the given timeline, the school may:
 16. Continue academic probation.
 17. Change subject placement.
 18. Withhold MYP eAssessment registration and offer school-based assessment where appropriate.
 19. Move the student from HL to SL.
 20. Recommend DP Courses instead of the full Diploma.
 21. Recommend retention.
 22. Withhold school passing certificate where applicable.

22. Retention

Retention may be recommended when the student has not demonstrated the academic maturity, skills or achievement required for the next grade. Retention may be considered if:

1. The student does not meet the minimum score requirement.
2. The student has multiple grades below 4.
3. The student has any grade below 3.
4. The student has failed English, Mathematics or Science.
5. The student has not completed required assessments.
6. The student has insufficient attendance.
7. The student has not completed Service as Action, Community Project, Personal Project, CAS, TOK or EE, as applicable.
8. The student has serious academic honesty concerns.
9. The student fails the conditional promotion requirements.
10. The school believes that promotion will damage future academic success.
11. The decision on retention will be taken after reviewing academic evidence, teacher feedback, coordinator recommendation, parent communication and student wellbeing. The final decision rests with the Head of School.

23. Attendance, Required Learning Hours and Long Absence

Regular attendance is essential for promotion because MYP and DP assessment depends on continuous evidence of learning, sustained classroom engagement, completion of programme requirements and completion of required learning hours.

23.1 Minimum Attendance Requirement

1. The minimum attendance requirement for MYP and DP students is 85% of the total working/instructional days.
2. Attendance between 70% and 84.99% may be considered for concession only in genuine, documented and exceptional cases. Concession is not automatic and will depend on medical records or other valid documentation, academic evidence, completion of missed work, completion of assessments, and Programme Coordinator recommendation.
3. Attendance below 70% is a serious academic and programme-compliance concern. Any student falling below 70% attendance must be referred directly to the Head of School. The Head of School will take the final decision after reviewing evidence from the Programme Coordinator, teachers, parents and relevant records.
4. The final academic action for attendance below 70% will depend on the applicable programme policy, learning evidence, missed assessments, readiness, programme requirements and due process.

23.2 IB Learning-Hour Requirement

1. The MYP requires at least 50 hours of teaching time for each subject group in each year of the programme. Therefore, prolonged or repeated absence may prevent the student from completing the minimum learning exposure required for the subject group.
2. In the DP, Standard Level subjects require 150 hours of teaching time and Higher Level subjects require 240 hours of teaching time as the school's planning and delivery expectation. Persistent absence may prevent the school from confirming that the student has completed the required learning time and may affect subject continuation, HL/SL placement, predicted grades, IA authentication, full Diploma registration or examination registration.

23.3 Absence from Assessments

1. Absence from any scheduled Formative Assessment (FA) or Summative Assessment (SA) must be supported by a valid medical certificate or another genuine reason. The supporting document or explanation must be submitted in person by the parent/guardian. Requests for consideration, make-up assessment, reassessment or grade evidence review will be considered only by the relevant Programme Coordinator or the Head of Department, and approval will not be automatic.

23.4 Long Absence Review

Any absence exceeding 10 consecutive working days will be treated as long leave. Any absence exceeding 30 working days may require a formal academic re-entry review.

If a student is absent for a prolonged period, the school will review the number of instructional days missed, assessments missed, learning evidence available, documentation provided, catch-up work completed, grade-level readiness, and impact on Service as Action, Community Project, Personal Project, CAS, TOK, EE and internal assessments, wherever applicable.

A student who is absent for a prolonged period may be promoted normally if sufficient evidence exists, promoted conditionally with catch-up requirements, asked to complete reassessments, placed on an academic improvement plan, not registered for MYP eAssessment or full DP Diploma registration if evidence is insufficient, or recommended for retention if learning evidence and readiness are insufficient.

Promotion will not be based only on attendance percentage. However, attendance below the required level may lead to insufficient learning evidence, incomplete teaching hours, incomplete coursework and incomplete programme requirements, all of which can affect promotion, external registration and subject placement.

24. Non-Submission and Missed Assessments

Absence from any scheduled FA or SA must be supported by a valid medical certificate or another genuine reason, submitted in person by the parent/guardian. Requests for consideration will be reviewed exclusively by the MYP Coordinator or DP Coordinator, as applicable, or the Head of Department. The school may request additional evidence before approving a make-up assessment or accepting alternative evidence of learning.

If there is no valid reason, no timely communication, or repeated non-submission, the school may award N or the lowest possible achievement level, depending on the assessment policy. This may affect:

1. Subject grade.
2. Assessment evidence.
3. Conditional promotion.
4. MYP eAssessment registration.
5. DP subject eligibility.
6. DP full Diploma/Course registration.
7. Internal school completion certificate.

25. Academic Honesty

Malpractice may include plagiarism, copying, collusion, use of unauthorised material, AI misuse, falsification of data, cheating in examinations, or submitting work that is not the student's own.

1. No grade for the assessment.
2. Reassessment under supervision.
3. Academic probation.
4. Loss of eligibility for HL subjects.
5. Impact on promotion.
6. Non-registration for MYP eAssessment, where applicable.
7. Non-registration for full DP Diploma examinations in serious cases.
8. Registration as a DP Course candidate instead of a full Diploma candidate, where applicable.
9. Disciplinary action as per school policy.

26. Promotion from DP1 to DP2

A student will be promoted from DP1 to DP2 if all the following conditions are met:

1. Minimum total score of 24 points across six DP subjects.
2. Minimum 12 points across three HL subjects.
3. Minimum 9 points across three SL subjects.
4. No grade 1 in any subject.
5. No more than two grades of 2.
6. No more than three grades of 3 or below.
7. CAS requirements completed as per school deadlines.
8. TOK requirements completed satisfactorily as per school deadlines.
9. Extended Essay requirements completed satisfactorily as per school deadlines.
10. All internal assessment components submitted as per school deadlines.
11. No grade N in any subject or core component.
12. No unresolved academic honesty concern.
13. Minimum attendance of 85% is required. Concession up to 70% may be considered only in documented and genuine cases, subject to completion of DP learning requirements, IA/TOK/EE/CAS progress and DP Coordinator approval. Attendance below 70% must be referred directly to the Head of School for final decision on DP2 progression and/or full Diploma registration.
14. A student who does not meet these requirements may be:
15. Conditionally promoted to DP2.
16. Required to repeat DP1.
17. Moved from full Diploma to DP Courses.
18. Required to change subject levels.
19. Required to move from HL to SL in one or more subjects.
20. Denied continuation in the same subject package.
21. Warned that the school may not register the student as a full Diploma candidate in DP2 if conditions are not met. If a student repeats DP1 at ELA Green School, the subject package advised by the school will be binding.

27. Conditional Promotion from DP1 to DP2

Conditional promotion to DP2 may be granted only in exceptional cases where the school believes the student can realistically recover. Conditions may include:

1. Mandatory completion of pending IA, TOK, EE or CAS work.
2. Retake or reassessment in selected subjects.
3. Change from HL to SL.
4. Subject package modification.
5. Academic probation.
6. Monthly progress review.
7. Parent-student meeting.
8. Written undertaking.
9. Restriction on predicted grade discussions until improvement is shown.
10. Clear deadline for meeting conditions.
11. If conditions are not met, the school may recommend repeating DP1, moving to DP Courses, registering the student for Course certificates instead of the full Diploma, or not registering the student for final IB examinations.

28. DP2 Full Diploma Registration and Exam Registration Criteria

Full Diploma registration in DP2 is not automatic. The school may decide not to register a DP2 student as a full Diploma candidate if the student does not demonstrate realistic readiness to meet the full Diploma requirements.

The school may decide not to register a DP2 student for the full Diploma or final IB examinations if one or more of the following apply:

1. The student's predicted or report card total is below 24.
2. The student has a grade 1 in any subject.
3. The student has more than two grades of 2.
4. The student has more than three grades of 3 or below.
5. The student has not completed CAS.
6. The student has not completed TOK.
7. The student has not completed the Extended Essay.
8. The student has an N in any subject or core component.
9. The student has not submitted internal assessments.

1. The student has a predicted E in TOK or EE.
2. The student is involved in serious malpractice.
3. Attendance is so poor that the school cannot authenticate learning or coursework.
4. Attendance below 70% must be placed before the Head of School for final review before any full Diploma, Course or examination registration decision is confirmed.
5. The student has not met the school's deadlines or readiness expectations for full Diploma registration.

DP Course Certificate Option

Where appropriate, the school may offer the student the option to be registered as a DP Course candidate instead of a full Diploma candidate. In such cases, the student may receive IB Course results / Course certificates for the subjects and components for which the student is registered, subject to IB rules, school approval, deadlines, fees and completion of required coursework.

Parents will be informed in advance wherever possible. If withdrawal, late registration, amendment or course-registration charges are applicable as per IB timelines, the responsibility for such charges will rest with the parent, subject to school fee and IB registration policies.

29. Predicted Grades

Predicted grades are the professional judgement of teachers. They are based on:

1. Achievement evidence.
2. Internal assessments.
3. Mock examinations.
4. Class performance.
5. Completion of coursework.
6. Consistency.
7. Independence.
8. Academic honesty.
9. Likely performance in final IB assessment.
10. Predicted grades are not negotiable. Students and parents may not pressure teachers to increase predicted grades. The school will protect the integrity of predicted grades.

30. DP Diploma Award Awareness

To be awarded the IB Diploma, students must meet IB Diploma award conditions, including but not limited to:

1. Minimum total of 24 points.
2. Minimum 12 points in HL subjects.
3. Minimum 9 points in SL subjects.
4. No grade 1.
5. No more than two grade 2s.
6. No more than three grades of 3 or below.
7. Completion of CAS.
8. Acceptable performance in TOK and Extended Essay.
9. No disqualifying malpractice.
10. The school's DP promotion and registration criteria are designed to ensure that students entering DP2 and registering for the full Diploma have a realistic possibility of meeting these diploma requirements.

31. Role of Parents and Students

Students are expected to:

1. Attend school regularly.
2. Complete all assignments.
3. Prepare for assessments.
4. Seek help early.
5. Maintain academic honesty.
6. Complete Service as Action, Community Project, Personal Project, CAS, TOK and EE on time.
7. Follow the academic improvement plan where applicable. Parents are expected to:
8. Monitor attendance.
9. Support school deadlines.
10. Attend academic meetings.

1. Ensure completion of bridge work or improvement plans.
2. Communicate through official school channels and respect the school's documented review process.
3. Respect the school's academic placement and registration decisions.
4. Avoid pressuring teachers for grades, subject placement, MYP eAssessment registration or DP full Diploma registration.

32. Academic Review Committee

Promotion, subject placement and external registration decisions may be reviewed by an Academic Review Committee consisting of:

1. Head of School.
2. MYP Coordinator or DP Coordinator.
3. Homeroom Teacher.
4. Relevant subject teachers.
5. University / Career Counsellor, where required.
6. Student Support representative, where required.

Where the matter includes serious conduct, safeguarding or disciplinary concerns, the Discipline Lead and/or Safeguarding Lead may be invited for relevant parts of the review. The committee will review academic evidence and make a recommendation. The final decision rests with the Head of School after review of available evidence, applicable policy, student wellbeing, programme requirements and due process.

33. Appeals

Parents may request a review of a promotion, placement or registration decision by submitting a written request within five working days of receiving the decision. An appeal will be considered only if:

1. There is new academic evidence.
2. There is a procedural concern.
3. There is a documented medical or exceptional circumstance.
4. There is evidence that the student has completed required work not previously considered.
5. The appeal process does not guarantee reversal of the decision. The final decision after appeal rests with the Head of School.

34. Final Authority

ELA Green School reserves the right to make final decisions regarding:

1. Promotion.
2. Conditional promotion.
3. Retention.
4. Subject placement.
5. HL / SL placement.
6. Mathematics placement.
7. Three-science pathway.
8. MYP eAssessment registration.
9. School-based assessment pathway in MYP5.
10. DP entry.
11. DP full Diploma registration.
12. DP Course certificate registration.
13. DP exam registration.
14. Internal school passing certificate.
15. All decisions will be taken in the best academic interest of the student and in alignment with IB expectations, school policy and available evidence. The final decision rests with the Head of School after review of available evidence, applicable policy, student wellbeing, programme requirements and due process.

35. Policy Review

This policy will be reviewed annually or whenever there is a change in IB requirements, school curriculum structure, assessment practice or local regulatory expectations. Approved by: Head of School

Applicable from: Academic Year

2026-27 Next review date: May 2027



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green
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An IB continuum
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**LEARNING FOR ACTION,
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