

SOUTH FEATHERSTON SCHOOL - NAG 6 LEGISLATION PROCEDURES

ATTENDANCE REGISTER

1. This is an official document – Please register on Assembly twice daily
2. Enter only those children who have reached the age of five years.
3. In the columns for "Age" and "Time since entering first School" enter the number of completed years and months as on the first day of January.
4. All absentees need to be written into the day book each morning. The office will inform teachers of any known absences by way of the black Day Book
5. If there is satisfactory written evidence that a child is receiving dental or doctors treatment, time spent in receiving such treatment is to be considered as attendance at school, provided the child attends school for the remainder of the morning or afternoon.
6. Where a child's absence is causing concern by its length or frequency, teachers will advise the Principal and the Principal will talk to the parent/caregivers.
7. The Principal will take all necessary steps as authority in the Truancy Protocol 1992 to ensure satisfactory attendance.
8. Action taken in this regard will be documented on ENROL and Assembly
9. A printed attendance report from Assembly will be kept for each term.

ATTENDANCES AND ABSENCES:

1. Daily monitoring of attendance will be made through the school office. Where a child is unaccounted for the School Secretary will try to contact parents/caregivers via phone, text or email by 9.30am to ascertain the reason for non-attendance. Parents/Caregivers will be reminded by newsletter and by phone if necessary that for child safety and welfare reasons the school needs to know and that it is their responsibility to contact the school before 9.00am.
2. Children will be instructed to come to school, and to go home from school by the shortest possible route, unless they have their Parents/caregivers permission.
3. All teachers will keep accurate and up to date Attendance Registers for their class and conduct roll checks twice daily.
4. Where a child's absence is causing concern by its frequency, teachers will advise the Principal.
5. The Principal will take all necessary steps to ensure satisfactory attendance.
6. As per Ministry of Education guidelines, all requests for release from school to take a child away on holiday during term time must go through the Principal. The child's attendance will be noted as 'Unjustified Absence' (E)
7. The Principal will provide a truancy status report to the Board on any current or possible cases of truancy and the action taken by the school staff. Actions to be taken:

- * Teacher reports cases of suspected truancy to Principal
- * Principal to contact parents/caregivers and request an explanation
- * If explanation is not satisfactory then an official warning letter will be sent from the school.
- * If no improvement in attendance then the Truancy Officer will be contacted to deal with the matter.

BOARD OF TRUSTEES MEETINGS:

1. Board meetings are open to the public, with copies of the agenda available, times and places of Board and committee meetings being published with reasonable notice.
2. A resolution or motion may be passed to exclude the public from the whole or part of the procedures of any meeting.
3. Bona fide reporters for any newspaper or news service are deemed to be members of the public are entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any newspaper or news service. They must withdraw with other members of the public when the Board goes into committee.
4. The BOT has a designated media member who acts as spokesperson for the school
5. Minutes of meetings are available at the school's office.
6. Any member of the public may inspect the minutes of any meeting or part of any meeting of the Board (not being a meeting or part of a meeting from which the public were excluded) and may take notes from these minutes.
7. Any member of the public so inspecting any such matters who requests a copy of any part and tenders the prescribed amount (if any) shall be given a copy.
8. The Minutes Secretary to the Board is required to take such precautions as may be necessary to ensure that no person inspecting any such minutes shall inspect or see the minutes of the part of the meeting from which the public was excluded.
9. When necessary the meeting will move into committee. Reasons for this might be:
 - * to discuss matters possibly coming before the courts
 - * to discuss matters pertaining to sensitive areas
 - * individual student behaviour reports
 - * appointment processes
 - * staff management

ENROLMENT:

1. On enrolment the Principal will ascertain, from the parent/caregiver, such information:
 - a) as required by law
 - b) as needed by the school
 - c) as considered necessary by the parent/caregiver.
 If the Principal is unavailable then the Office Administrator will do the enrolment and confirm class placement with the Principal by phone or at a later stage.
2. NZPF Enrolment form will be used for all enrolments with the relevant sections to be filled in. If new entrant, a birth certificate and immunisation certificate needs to be sighted. The Parent/caregiver is to sign and date the form.

3. The School Information book, and/or other relevant information eg bus timetables, internet agreement will be given to each new family and discussed.
4. Office procedures;
 - i) Enrolment form is given to the Office Administrator.
 - ii) Relevant enrolment details are entered in the Register of Admission and Withdrawal book. 'VB' to be written above name to indicate birth certificate sighted.
 - iii) Administration number and immunisation status to be entered on enrolment form and then entered in the Immunisation register.
 - iv) Top copy of enrolment form goes to school file.
Second copy to the teacher.
 - v) Relevant information will then be transferred to student file record folders.
 - vi) Relevant information will be entered on computer files. Class and medical lists are updated.
 - vii) Enrolment Record to be requested from previous school through ENROL within 7 days.
 - viii) Teacher is given all relevant records.
5. Children enrolling who have never attended a NZ school will have an Enrolment Record created.
6. No child under the age of five will be enrolled at the school. In compliance with the new HSWA (2016), when a child is participating in their scheduled 'Pre-School Visits' an adult will be expected to remain on the school grounds for the duration.

Withdrawal of children:

1. When notification is received the teacher is informed and removed when Enrol notifies Us that they have enrolled in a new school
2. All records to be checked and signed by the Principal before mailing.
3. Records then given to Office Administrator for withdrawal procedures;
 - Notification of withdrawal entered in Attendance and Withdrawal Register.
 - Enrolment Record (E19/22A) to be photocopied and attached to enrolment form and filed
4. Delete child off computer and class lists.
5. For seven years after children have left the school, the school will retain enrolment forms, photocopy of the Enrolment Record, Enrolment Records not requested by another school and Enrolment Records of children that have gone overseas.
6. If records have not been requested within 12 school days the Principal must take reasonable steps to find out where the child has gone in order to send the child's Enrolment Record.
7. If the Principal cannot locate the child, the Principal must inform the Ministry of Education using the form NETS-1 and retain the child's records.
8. If a child has been absent for 20 consecutive days without the Principal being informed the absence is only temporary. The Principal must take the child off the school roll and inform the Ministry.

Children requiring 'on-going resourcing':

1. The enrolment of such children will not be conducted until due consultation with Group Special Education has been completed.
2. The school must ensure that it has the necessary physical resources, financial resource and appropriate staff before enrolment of such children can be finalised.

3. The interests and well being of the child is paramount.

LENGTH OF SCHOOL YEAR

1. The school will conform with the requirements of legislation in this area.
2. The school operating year will be 394 half days unless there has been reason for emergency closure.

POLICE INTERVIEWS:

1. In the event of a Police Officer wanting to interview a child at school every effort will be made to contact the child's parents/caregivers at the earliest opportunity.
2. If the child's parents/caregivers are unable to be contacted no interview is to take place unless the Principal is present.
3. In the event of an interview by the police or CYFS due to the behaviour of the parents/caregivers, the Principal must be present.

RELIGIOUS INSTRUCTION:

1. Religious Instruction is not offered at South Featherston School.

SCHOOL CLOSURE:

1. In times of emergency the Board will have the right to close the school for instruction.
2. Any such closure will be in accordance with MOE guidelines and procedures, and in consultation with/noted in writing to the MOE
3. Parents/caregivers and the MOE will be informed immediately.
4. Staff will remain at school until all children have been collected

SCHOOL HOURS:

1. Children are not permitted onto school grounds prior to 8.15am.
2. Teaching staff are required to be at school for the length of time, prior to the arrival of their children, that it takes them to prepare their programme, their environment and themselves adequately.
3. All teachers are expected to be at school no later than 8.30am
4. All teachers are expected to be in their classrooms no later than 8.55am
5. Teachers will be required to remain after school until all necessary duties have been completed. (4.00 pm is considered to be the minimum requirement).
6. Sessions of school - bell times;
9.00 am Classes begin
10.30 am Interval
11.00 am Classes resume
12.45 pm Lunch begins – children will be seated with their lunchboxes until 1.00pm
1.15 pm Classes resume
3.00 pm Classes dismissed

7. Teachers, Teacher Aides and Principal will be responsible for playground duty and supervision as prescribed by the Principal.
8. Support Staff, Caretaker and Cleaners will negotiate their hours of work on acceptance of their position and at a yearly performance review
9. The school will be open for instruction on each half day for at least two hours.
10. The school must be open for instruction on every weekday during the school term, the dates for which are prescribed by the Minister of Education. The number of half days prescribed is 394.

STUDENT PLACEMENT:

1. School nomenclature classifies children in 'year' groups; Year 1, Year 2 etc. Classification follows the MOE guidelines of 1 June.
2. Children will not be classified as Year 2 in the new year of school if their birthday falls after 1 April
3. The classification for some children may be reviewed, initiated either by parents/caregivers or the school.

TRANSITION TO SCHOOL:

1. The operation of any transition policies will occur within the guidelines of the Privacy Act.
2. Pre-school orientation visits are welcomed. Parents/caregivers are encouraged to bring their child for scheduled pre-school visits for a series of morning sessions, then transitioning to a full day before their fifth birthday, as required.
3. An associated adult must be present on the school grounds for the duration of these visits, and is responsible for the child and their behaviour at all times.

WITHDRAWAL OF CHILDREN FROM CLASS:

1. As per Ministry of Education guidelines, all requests for release from school to take a child away on holiday during term time must go through the Principal. The child's attendance will be noted as 'Unjustified Absence' (E)
2. All requests for release from school to attend out-of-school tuition will be directed to the Principal.
3. The Principal will advise parents/caregivers of possible consequences for a child's progress of such exemption from normal class lessons.
4. Children will generally not be released from class programmes to instructional programmes provided by paid persons outside the school. However, where parents/caregivers exercise their right to such opportunity for their child this tuition will be limited to a maximum of 60 minutes per week.
5. The school will consider each case on its merits and how it will affect the child's programme within the school.

RECORDS TO BE HELD IN THE SCHOOL:

Enrolment Form

- The standard NZPF form is to be filled out by the parent on the first day of attendance at South Featherston School. Copies of this form are held in the office filing cabinet.

Record of Schools Attended

- The Ministry of Education form E19/22A is to be filled out on first entering the state school system.
- This form is filled in by health professionals checking hearing, vision and speech.
- Each year the name of the school, the entry date (first day of school year or date enrolled at South Featherston School leaving date (last day of school year or date of withdrawal from South Featherston School, class level, recommended class and attendance for the year must be entered into the Assembly system by the teacher.
- If the child leaves the school during the school year the attendance for the year to that date is recorded in the Assembly System