

Sacred Heart Girls' College

New Plymouth



LEGISLATION POLICY

Last reviewed at BOT Meeting on 27/09/2017

Chairperson: __Stephen Hill_____

Signature: _____ *Stephen Hill* _____

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SUPPORTING DOCUMENTS

Documentation	Location
Daily attendance registers	Front Office
Enrolment pack	Front Office / Principal's PA Office
Ministry Gazette notices and circulars	Staffroom
Guidelines for Boards of Trustees Privacy Act 1993	Principal's PA Office
Guidelines for Principals and BOT on stand-downs, suspensions, exclusions, expulsions December 2009	Principal's PA Office

THIS WILL BE REPORTED AS FOLLOWS

- Updates on compliance
- Updates on initiatives



Sacred Heart Girls' College

LEGISLATION POLICY

The Sacred Heart Girls' College Board of Trustees will:

Comply with school procedures and will meet the legislation statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and Education Gazette.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.



Sacred Heart Girls' College

TREATY OF WAITANGI POLICY

Sacred Heart Girls' College recognises and honours the Treaty of Waitangi as the founding document of Aotearoa. Te Reo and Tikanga Maori provide an opportunity to share in something unique to our country while facilitating cross cultural understanding.

1. To increase the knowledge, understanding and respect for Te Reo Maori and Tikanga and to encourage students to feel at ease in a bicultural environment.
2. To incorporate aspects of Te Reo and Tikanga in the curriculum.
3. To provide the necessary human and curriculum resources.
4. To review the College's organisation to ensure that it affirms aspects of Tikanga.
5. To ensure that teaching practice recognises cultural sensitivity.
6. To build and maintain effective partnerships with Maori based on good faith cooperation and respect

To achieve these purposes throughout the school life of the student the following guidelines apply:

1. The Maori community will be invited to contribute to the development of a bicultural perspective within the life and programmes of the College.
2. All members of the College community will be supported to develop their knowledge and understanding of Tikanga and Te Reo.
3. The school will maintain and develop an effective relationship with a local iwi.
4. The effective delivery of Te Reo Maori will be supported.
5. Groups such as Kapa Haka and Waka Ama will be encouraged and supported.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.



Sacred Heart Girls' College

PRIVACY POLICY

The Board of Trustees will follow the “Guidelines for Boards of Trustees Privacy Act 1993” booklet.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.



Sacred Heart Girls' College

RELIGIOUS EDUCATION POLICY

Sacred Heart Girls' College provides a programme of Religious Education that assists students to develop a relationship with God and to be living witnesses to the truth of the Gospel of Jesus Christ, always recognising that this depends on each person's faith response.

It is believed that the knowledge and skills developed in such a programme will initiate future generations into the living tradition of the Church and give each student a fuller appreciation of the gift of life and the beauty of what it is to be a human person in the context of our historical and cultural experiences.

1. Religious Education is one of the essential learning areas at Sacred Heart Girls' College.
2. The Religious Education programme will be based on the principles and aims of the NZ Catholic Bishops' Curriculum documents entitled "Understanding Faith – Religious Education Curriculum Statement for Catholic Secondary Schools Years 9-13, Aotearoa New Zealand, 2010 and the Religious Education Curriculum Statement for Catholic Primary Schools in Aotearoa New Zealand, 1996.
3. Every student at the College will participate in a programme of Religious Education aimed at developing appropriate knowledge, skills, attitudes and values to enable them to integrate faith, life and culture.
4. Religious Education teachers will recognise the importance of te Tiro o Waitangi and the status of Māori as tangata whenua.
5. Religious Education teachers will teach material that is theologically sound, using resources of various cultures, while allowing for each person's free faith responses.
6. The Director of Religious Studies is responsible for the implementation of the programme throughout the College.
7. The Principal and Senior Management will be responsible for allocating teaching time for the Religious Education programme as mandated by the New Zealand Catholic Bishops' Conference guidelines.
8. The Director of Religious Studies will be involved in the allocation of staff for the teaching of Religious Education.
9. The Religious Education Department will be adequately provided with material resources and an appropriate teaching and learning environment.
10. Teachers of Religious Education will be provided with the opportunity to attend professional development related to the National Syllabus and Catholic Character and supported to gain certification in Religious Education.
11. The Diocesan authorities will carry out a Special Character review of the College every three years including an evaluation of the Religious Education programme. The Diocesan authorities will provide advisory support and professional development opportunities for Religious Education.

12. The Senior Leadership Team will conduct a system of internal review to identify strengths and areas requiring development.
13. The Religious Education Department will carry out an ongoing process of self review.
14. Teachers will ensure that students participate in a variety of prayer experiences as an integral part of all Religious Education lessons.

15. All staff employed at the College will be expected to integrate the Catholic Character of the College into their area of curriculum to ensure that a consistent worldview is presented.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.



Sacred Heart Girls' College

INTERNATIONAL (FOREIGN FEE PAYING) STUDENTS POLICY

Sacred Heart Girls' College believes that hosting and educating International students is a vital way of promoting international understanding, enhancing the multi-cultural dimension of the school and fostering global citizenship. Having international students at college allows us to practically and actively demonstrate the living of Manawa Mission.

To provide a supportive atmosphere for international students both in the learning environment and home situation and to provide quality education for international students with extra support, as appropriate, to enable them to achieve maximum academic success and enhance their international experience.

1. In having international students, the school will demonstrate integrity in all dealings and relationships, a commitment to service and excellence, a drive for continuous improvement and maintenance of good staff, student and community relationships. As such the college will annually monitor the International Programme in order to:
 - develop appropriate staffing practices to cater for international students
 - ensure the enrolment system is suitable to the needs of Sacred Heart Girls' College and international students
 - provide firm guidelines on matters of pastoral care for international students
2. The college will comply with the Code of Practice for International Students.
3. International students can be either foreign fee-payer or an international student domiciled in New Zealand.
4. The college will recruit students by actively promoting to the international student market.

RELATED DOCUMENTS

- Code of Practice
- International Student Informational Booklet
- International Student Application Booklet

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.

ATTENDANCE AND ABSENCES

Student attendance will be monitored and recorded period by period by the classroom teacher.

Beginning of the day:

- Each teacher must take an accurate roll at the beginning of period 1 of each day. This needs to be completed by 9am. The recording can be completed directly on KAMAR.
- All unjustified absences; reasonable attempts will be made by the college office staff, to contact the parents/caregivers to explain the absence. This will be recorded in KAMAR.

End of the day:

Teachers will need to either:

- Fill in a period by period absence slip recording all absent students and ensure that this gets to the College office by 3.45pm OR
- Record daily absences directly onto KAMAR.
- Updated absence information will be available daily via KAMAR. A printed version will be given to Deans once per fortnight.
- “Out of routine” attendance (eg whole school sports days and masses) will have one roll taken and will be recorded by the College Office.
- For students who are removed from the normal timetabled classes of the day - The teacher in charge of the particular group will be responsible for taking an accurate roll and entering the details onto KAMAR. Appropriate codes should be used.

The responsibility of the student, parents/caregivers:

If an absence is known in advance:

- a “Planned Leave of Absence” form needs to be collected from the office and filled in. A signed note from the parent/caregiver explaining the absence should be attached.
- Once teachers have signed and commented, the form will be handed to the school office who will process the information and decide if “Approved Leave” is granted. (for year 11, 12, 13 only as this is an NZQA requirement for internal assessments)
- The form will then be handed on to the Vertical Form Teacher as a record to explain the absence. This needs to be kept in the plastic sleeve at the back of the official register.

If an absence is not known in advance:

- The parent/caregiver should contact the school office (usually by phone) to explain the absence. If this is not possible then a signed note outlining the reason(s) for the absence should be given to the Vertical Form teacher once the student returns to school. It should detail the dates of absence and the reason for absence. It must be signed by the parent/caregiver.

The responsibility of the classroom teacher:

- to take an accurate roll of each period by recording in the teacher's own roll book or directly onto KAMAR.
- to report any persistent, unjustified absences to the vertical form teacher (ie. more than 3 – not necessarily consecutive).
- to insist on late slips for any student arriving into class after the second bell has gone and they do not have a good reason. Teachers can accept notes from other teachers/staff.
- to record minor unjustified lateness on KAMAR and notify the Year Level Dean, using the 'notify' facility if it occurs 3 or more times.
- Relief teachers will need to follow the school procedure for absences. If they use a written record they will need to record the name or code of the absent teacher.

The responsibility of the vertical form teacher:

- to monitor the day to day absences of each student in the vertical form by ensuring that the official register is up to date and accurately recorded using the Ministry of Education guidelines.
- to follow up unjustified absences (recorded as a “?” in KAMAR) and change the KAMAR record to an appropriate code with a relevant reason given
 - initial contact will be made by the college office – if a reasonable excuse is established, this will be recorded on KAMAR
 - If no contact can be made by the College Office, the Vertical Form teacher must get a signed note from the parent/caregiver explaining the absence. Signed notes and planned absence forms need to be kept in the plastic sleeve in the official register.
 - If there is no signed note after 3 days the Vertical Form teacher must contact the parents/caregivers for an explanation.
 - If no explanation is given or contact cannot be made, then the absence is recorded as truant “T”.
 - If there are 3 or more unjustified absences the Vertical Form teacher must notify the Dean. These absences do not need to be consecutive or occur on the same day.
- to use the pastoral system if required, as a consequence for lateness/absence

The responsibility of the Dean:

Once information regarding a student's attendance has been referred to the Dean, either by the classroom teacher, the Vertical Form teacher or any other person, the Dean is

- to make contact with the parents/caregivers/whanau to put in place an individualised plan of action to support the return of the student to attend school regularly. This may include:
 - use of restorative practices
 - use of a daily report
 - use of a contract
 - mentoring partnership with another student/adult
 - meeting with the parents/caregivers
 - referral to the relevant Head of Faculty, the school counsellor, the RTLB, learning support, Deputy Principal, Senior or Junior school.

- to keep records of all attempts at solving the attendance problem including the results and outcomes. This should be recorded on KAMAR using the pastoral system.
- where a student's chronic absence causes further concern, the Dean should liaise with the Deputy Principal, Senior or Junior school.

The responsibility of the Senior Management Team:

- to ensure the attendance procedures are followed and maintained in an accurate manner.
- To check, at the end of each term, that attendance registers are accurate and up to date.
- to ensure that the school attendance policy is effectively communicated to staff, students, parents/caregivers
- to employ the services of the regional truancy service and/or other health/social agencies when the unjustified absence is chronic
- to begin the process of prosecution for irregular attendance. This should be regarded as a last resort and used only when all other attempts to return a student to regular attendance have failed.
- to include attendance targets in schools planning and reporting and to regularly collate, analyse and report attendance data to staff, caregivers and the board of trustees in order to target areas for improvement.
- To ensure that KAMAR has up to date and accurate details of the students attending the school
- to update the student's record in ENROL if the student has been absent from school for more than 20 days without justification.
- If the attendance situation remains unresolved after appropriate steps have been taken, the Dean refers to the appropriate Deputy Principal.

Definitions:

- **Justified absence:** absence is explained to the satisfaction of the principal. These included absences such as
 - National or Regional sporting/cultural representation
 - Dancing or Music examinations (and similar)
 - Significant Family celebrations/events such as weddings, funerals/tangi, graduations
 - Appointments for medical/dental reasons
- **Explained absence:** are absences that are not justified to the satisfaction of the principal such as:
 - holidays within term time (Overseas trips have their own code)
 - hair and other beauty appointments
 - driving lessons and other lessons
 - shopping
- **Unjustified absence:** (truant) absence means that no satisfactory excuse has been made.
- **Late:** arrives in class after the second bell. A late slip or note from a teacher is required after this time.

Legal references:

The Education Act 1989,

section 20: Every person who is not a foreign student is required to be enrolled at a registered school at all times during the period beginning on the person's 6th birthday and ending on the person's 16th birthday.

section 25: Every student of a registered school who is required by section 20 of this act to be enrolled at a registered school shall attend the school whenever it is open.

section 29: Every parent of a person who while enrolled at a registered school, does not attend....commits an offence and is liable on summary conviction to a fine not exceeding an amount calculated at the rate of \$15 for every school day for which the offence has occurred.... fine imposed for an offence against this subsection shall not exceed \$150 for a first offence...or \$400 for a second or subsequent offence.

section 31: Every board shall by any means it thinks is appropriate, take all reasonable steps to ensure the attendance of students enrolled at its school or schools

The Education (School Attendance) Regulations 1951:

(The school must) maintain accurate admissions registers and accurate daily attendance registers for all students enrolled at the school....and....use an approved attendance register to record student attendance.

COPYRIGHT

Sacred Heart Girls' College annually subscribes to NZSTA copyright. Copyright licences enable schools to access and share print, music and audio visual content far beyond what is permitted by the Copyright Act. The cost is calculated per student.

Sacred Heart Girls' College will respect all copyright rights including:

- The rights of owners of third party material used in teaching
- The rights of students in all material they create in and for school
- The rights teachers have in material they created prior to being employed at the school and in material created while employed at the school

The school will comply with New Zealand copyright legislation including sections relating to educational and library use.

The school will purchase appropriate copyright licences where its use of copyright material exceeds that permitted under the Act and the school will comply with the terms of these licences.

While acknowledging that the school can not control all actions of its students, the school will endeavour to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

The school will set up copyright procedures within the school to facilitate compliance with this procedure, including training and education of staff, and the appointment of a Board of Trustees member and staff member responsible for copyright.

ENROLMENT PROCEDURE

Maximum Roll

- The school's roll will be managed within the maximum roll prescribed in the College's Integration Agreement. The number of places available for non-preference students will be governed by the maximum number allowable under the same Agreement which is 5% of the total roll.

Enrolment procedures

- The Board of Trustees of this College has adopted enrolment procedures for the enrolment of new students. There is no restriction on who may apply for entry, provided they fall within the educational cohort serviced by the College – girls only, Years 7 to 13. Normal intake is at Year 7 and Year 9. Enrolments at other year levels occur as places become available. Consistent with the Special Character of the College, preference of enrolment is given to families with an established connection with the Catholic Church. Preference of enrolment is established by the designated agent of the Proprietor in accordance with the revised guidelines approved by the Catholic Bishops of New Zealand in 2009.

Priority in enrolment

In the main, Catholic schools are bound by law to enrol only students for whom it can be established there is "a particular or general religious connection with the Special Character of the school". A Parish Priest must decide on preference before the school's Principal may consider enrolling a student. The NZ Catholic Bishops Conference have established the criteria for this priority "preference" enrolment into all NZ Catholic Schools.

Non-preference places

By law the school is allowed to enrol only a specified number of students whose families do not have "a particular or general religious connection with the Special Character of the school". Such students are described as non-preference students. These non-preference places are only available when there is no pressure on preference places in the college.

Delegation

The Board of Trustees has responsibility for an enrolment procedure and may reasonably delegate its implementation to the college principal.

An approved enrolment will be based on the student's eligibility according to the terms and conditions of the Education Act 1989 and the College's Integration Agreement, the Catholic Bishops of New Zealand revised guidelines 2009 and in accordance with Guideline 4 (see below):

Guidelines

1. The College roll is subject to audit by the Ministry of Education and the Palmerston North Catholic Education Office.
2. The Principal will regularly inform the Board of Trustees about the status of the current roll and predicted roll for the coming school year.
3. The Principal and/or nominated representatives will interview all prospective students who wish to attend Sacred Heart Girls' College together with their parents or caregivers.
4. In order to be considered for enrolment, students must demonstrate ability to:
 - i) Abide by College rules
 - ii) Support the Special Character of the College
 - iii) Participate in the general College programme and support the College in any team or group in which they are selected
5. In addition parents/caregivers must agree to:
 - iv) pay attendance dues and school fees as required
 - v) Provide all relevant information regarding eligibility of student as an approved candidate
6. All students who are considered eligible for enrolment under the terms of this policy will have equal access to all learning programmes and physical resources.
7. If, in the opinion of the Board of Trustees, the condition and/or availability of the College's resources and physical space deem that the roll should be closed, the Board of Trustees will inform the Proprietor, Catholic Education Office and Ministry of Education in writing, informing them of the reasons for its recommendation to close the roll.
8. If, in the future, the number attending the College is restricted by the College's maximum roll entitlement, the Board of Trustees shall put in place a Priority in Enrolment procedure to ensure the Special Character of the College is maintained, in the first instance, and provide all students who are deemed eligible for enrolment, equal access to teaching programmes and resources.
9. The Board of Trustees of the College reserves the right to refuse enrolment to any student.

PRIORITY IN ENROLMENT PROCEDURE

Priorities

Applications for enrolment will be processed in the following order of priority:

Priority 1

Preference students in the boarding hostel

Preference students already enrolled in the following contributing Catholic Schools:

Students at Year 7

- St John Bosco
- St Joseph's New Plymouth
- St Pius X

Students at Year 9

- St Joseph's Hawera
- St Patrick's Inglewood
- St Patrick's Kaponga
- St Joseph's Opunake
- St Joseph's Patea
- St Joseph's Stratford
- St Joseph's Waitara

Students at Year 8 – no intake at this level, except extreme pastoral reasons, at the discretion of the Principal.

Priority 2

Preference sisters of present students.

Priority 3

Preference students transferring from Catholic Primary/Intermediate/Secondary Schools in other parts of New Zealand and overseas.

Priority 4

Preference sisters/daughters of past students.

Priority 5

Preference students who are the children of employees of the Sacred Heart Girls' College who are not covered by Priorities 1-4.

Priority 6

Preference students from state contributing primary schools.

Students at Year 7

- Preference students who are currently enrolled in Year 0-6 state contributing primary schools

Students at Year 9

- Preference students who are currently enrolled in Year 0-8 state contributing primary schools

Priority 7

All other preference students.

Priority 8

Non-Preference Students

Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled. The maximum number of places available for non-preference students will be governed by the maximum allowable under the Sacred Heart Girls' College Integration Agreement.

In this grouping, priority will be given in the following order:

- a) Non-preference boarders
- b) Sisters of current non-preference students
- c) Non-preference students from Catholic feeder schools
- d) Sisters/daughters of former non-preference students
- e) Non-preference applicants who are children of employees of Sacred Heart Girls' College
- f) Other non-preference applicants

Waiting List Procedure

All unsuccessful applicants may choose to have their names placed on a waiting list. The waiting list will be kept within relevant priority categories, ranked in order. Students on the waiting list may be offered places at a later date if they become available. The waiting list will remain current until the beginning of the next enrolment intake.

Pre-enrolment Procedure

Each year applications will be sought by a date determined by the Board of Trustees and advertised in daily or community papers, Parish and Catholic school newsletters circulating in the areas served by the school. All applicants will be advised of the outcome of their application as soon as possible after the closing date.

Notes

- Applicants seeking priority status on the basis of enrolment at a particular primary school may be required to provide proof of enrolment at that school.
- Applicants seeking priority status on the basis of a sibling relationship may be required to produce proof of that relationship.
- The Board delegates to the Principal, as the professional leader of the school, the responsibility to administer this enrolment procedure and to exercise discretion where necessary. This discretion may be exercised, where appropriate, in consultation with the Proprietors.

Places at other levels

The selection processes described above will be the basis for students applying to enrol at Years 10-13 either at the beginning of or during the school year. Applicants on the waiting list will have first offer of places as they become available.

KEEPING ANIMALS AT SCHOOL

All animals kept in the school are to be treated in a humane manner at all times. If kept in school during school holidays, the classroom teacher where the animal(s) reside must ensure their on-going care.

LENGTH OF THE SCHOOL DAY AND YEAR

Section 65A of the Education Act 1989, states that the Minister of Education will prescribe the number of half days on which schools must be open during the next year.

1. The Sacred Heart Girls' College Board will ensure the school is open for the necessary half days to meet legislation.
2. The Sacred Heart Girls' College Board will exercise the flexibility available to open school between Auckland Anniversary and the 7th February.
3. The Principal will consult with local contributing schools to accommodate local events when planning our school year.
4. The school year will be planned by the Principal (in consultation with staff) prior to December each year and presented to the Board at the next Board meeting.

PRIVACY

1. The school shall appoint a Privacy Officer who will ensure that the school's privacy policy is implemented.
2. Any confidential records or material concerning members of staff, students or their families collected for the Principal will be filed and its confidentiality preserved in accordance with the Privacy Act.
3. Any confidential records or material pertaining to the Board of Trustees and MCNPTB will be filed and its confidentiality preserved in accordance with the Privacy Act.
4. The College agrees to abide by the specific legislation which impacts on the Privacy Act (1993) with particular reference to those mentioned below.
5. Any requests for personal information will follow the flowchart on page 34 of the "Guidelines for Boards of Trustees Privacy Act 1993".

Legal References:

- Privacy Act (1993):
- The Official Information Act (1982)
- The Children, Young Persons and their Families Act (1989)
- Education Act (1989)
- Health Information Privacy Code (1994)

SCHOOL CLOSURE

In the event of a strike closure, the school will be deemed to have been open for instruction for that period under section 65A(2A) Education Act. As a result, the closure will have no impact on the length of the school year and the Board is not required to make up the shortfall of half days.

Under Section 65E of the Education Act 1989, the Board of Trustees is able to close the school because of epidemic, fire, flood or other emergencies resulting from a natural disaster, in consultation with the Ministry of Education.

SUSPENSIONS AND EXPULSIONS

All stand-downs, suspensions, exclusions and expulsions will be implemented by following the booklet “Guidelines for Principals and Board of Trustees on Stand-downs, Suspensions, Exclusions and Expulsions December 2009”.

TRUANCY

1. Sacred Heart Girls' College needs to ensure that all parents/caregivers understand the Ministry of Education regulations regarding attendance.
2. Sacred Heart Girls' College needs to ensure that all students enrolled in the College understand the regulations and attend regularly.
3. The Board of Trustees must take all reasonable steps to ensure that all students attend school regularly.
4. The College will have in place procedures relating to attendance, and these procedures will be communicated to all parents/caregivers and students.
5. The College will maintain accurate student attendance records and all absences will be recorded on the College's attendance register.
6. If a student is absent from school without notification the College will telephone the parents/caregivers to ascertain the reason for the absence.
7. If the College is unable to contact the parents/caregivers and the absence is for a prolonged period, i.e. more than five consecutive school days, the Deputy Principal will contact Tu Tama Wahine o Taranaki which may conduct a home visit. If, as a result of this visit, a family conference is requested (or any additional assistance), the College will provide a representative to attend this conference.
8. Truancy is now governed by the enrolment system. After twenty (20) days absence, the NETS System will take effect.