

Sacred Heart Girls' College

New Plymouth



# LEGISLATION POLICY

Last reviewed at BOT Meeting on 23/09/2020

Chairperson: \_\_Stephen Hill\_\_\_\_\_

Signature:

A handwritten signature in blue ink, appearing to read 'Stephen Hill', is written over a horizontal line.

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School Charter

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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***

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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***

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Sacred Heart Girls' College recognises and honours the Treaty of Waitangi as the founding document of Aotearoa. Te Reo and Tikanga Māori 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 Māori 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 Māori based on good faith cooperation and respect

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

1. The Māori 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 Māori 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***

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

#### **Document Destruction**

Any document with a student or staff member name or any personal information (phone number, grade, email address etc) will be placed in the shredding bin in the Print Room for disposal.

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



## Sacred Heart Girls' College

### ***RELIGIOUS EDUCATION POLICY***

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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 and the Secondary Religious Education Bridging document.
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 Titiro 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 Leadership 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 Faculty 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 Curriculum 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 in line with other self-review in the College.
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.
16. The sexuality component of the Health Curriculum will be taught in Religious Education lessons with staff being supported in attending PLD with the Diocesan Education Team.

**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***

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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.

Sacred Heart Girls' College will 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 academic success and enhance their international experience.

1. In having international students, the College 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 be actively promoted in 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**

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The Board of Trustees believe that every student attending school every day, provides a foundation for engagement in learning and achievement. Student attendance, along with effective teaching, has the greatest influence on student engagement and achievement.

All students must be present at school so they can participate and engage in learning. Parents and Boards of Trustees are legally responsible to ensure students' regular attendance at school (Education and Training Act 2020)

*Under Section 25 and section 31 of the Education and Training Act 2020, every school board must take all reasonable steps to make sure students attend school when it is open.*

Irregular attendance may be an early indicator of problems with student motivation or teaching effectiveness. Students with high absenteeism are less likely to succeed in their learning. As the level of absenteeism grows, the difficulty of re-engaging in learning can grow exponentially.

It is therefore important to monitor attendance carefully so that any issues can be identified and plans of support quickly implemented.

To ensure that all reasonable steps are taken to ensure students attend school whenever it is open, the following processes will be established by the school:

- all legal and administrative and audit requirements from the Ministry of Education are followed and implemented
- the school maintains accurate admissions registers and accurate daily attendance registers for all students enrolled at the school and use an approved SMS to record student attendance. (*The Education (School Attendance) Regulations 1951*)
- effective communication lines will exist between the home and school
- Ministry of Education guidelines are used to ascertain the appropriate attendance code. Principal discretion can be used in some cases.
- clearly communicated procedures are in place that will enable all teachers to enter, monitor and respond to attendance issues in a consistent manner
- administrative support in the form of an attendance officer is in place
- the school's pastoral practices are used in response to any identified attendance concern
- whanau and students are kept informed of school procedures
- a member of the SLT is responsible for regularly reviewing, updating and informing the community regarding attendance matters
- attendance statistics are collected, analysed and shared
- all processes are regularly reviewed to ensure an optimal attendance system is in place.

## ***COPYRIGHT***

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

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

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

The College will set up copyright procedures within the College 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**

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### **Maximum Roll**

- The College'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 up to 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 College 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. 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***

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### **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 primary schools

##### **Students at Year 9**

- Preference students who are currently enrolled in Year 0-8 state 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***

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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***

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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 College is open for the necessary half days to meet legislation.
2. The Sacred Heart Girls' College Board will exercise the flexibility available to open College between Auckland Anniversary and the 7<sup>th</sup> February.
3. The Principal will consult with local contributing schools to accommodate local events when planning our College year.
4. The College 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**

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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:

- The Official Information Act (1982)
- The Children, Young Persons and their Families Act (1989)
- Education Act (1989)
- Privacy Act (1993)
- Health Information Privacy Code (1994)
- The Vulnerable Children's Act (2014)

## ***COLLEGE CLOSURE***

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In the event of a strike closure, the College 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 College year and the Board is not required to make up the shortfall of half days.

Under Section 65E of The Education and Training Act 2020, the Board of Trustees is able to close the College because of pandemic, epidemic, fire, flood or other emergencies resulting from a natural disaster, in consultation with the Ministry of Education.

## ***SUSPENSIONS AND EXPULSIONS***

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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**

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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 College 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 Wāhine 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 governed by the enrolment system. After twenty (20) days absence, the NETS System will take effect.