



# POLICY: ADMINISTRATION & LEGISLATION NAG 6

To fulfil the requirements of National Administration Guideline No 6

**PURPOSE:** To ensure that the Board of Trustees complies with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

LEGISLATIVE REQUIREMENTS	RELEVANT REFERENCES	EXPECTED OUTCOMES	PROCEDURES / DOCUMENTATION
<p><b>Each Board of Trustees is also expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.</b></p>	<ul style="list-style-type: none"> <li>▪ Human Rights Act 1993, s21 and s57-60 – outlines procedures to be followed if a school wishes to refuse enrolment of a pupil.</li> <li>▪ Education Act 1989 S65 – refers to length of school day &amp; year.</li> <li>▪ Local Government Official Information and Meetings Act 1987 (Part VII)</li> <li>▪ Official Information Act 1982</li> <li>▪ Privacy Act 1993</li> <li>▪ Crown Entities Act 2004</li> <li>▪ Public Records Act 2005</li> <li>▪ State Sector Act 1988</li> <li>▪ Education (School Attendance) Regulations 1951</li> <li>▪ Health (Immunisation) Regulations 1995</li> <li>▪ Copyright Act 1994</li> <li>▪ MOE Circulars 1997/24 Register of Daily Attendance of all students 1999/03 Rules for Enrolment Records and any amendments 2005/17 Crown Entities Act- Governance 2006/07 Conflicts of Interest for School Trustees 2006/19 School Records Retention and Disposal 2007/12 Student Enrolments and any amendments Annual Reporting Circular</li> </ul>	<p><b><i>School systems and documentation are in place to handle.</i></b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Enrolments,</i></b></li> <li>▪ <b><i>Absences and truancy according to current legislation.</i></b></li> <li>▪ <b><i>Requirements regarding the length of the school day and year.</i></b></li> <li>▪ <b><i>Implement the requirements of the Treaty Of Waitangi</i></b></li> <li>▪ <b><i>Meet the requirements of the Animal Protection Act 1960</i></b></li> <li>▪ <b><i>Systems are in place to meet the requirements of other related legislation.</i></b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Enrolments - P</li> <li>▪ Enrolment Pack – D</li> <li>▪ Record of Schools Attended - P</li> <li>▪ Absences &amp; Truancy - P</li> <li>▪ Attendance Registers – D</li> <li>▪ Daily records - D</li> <li>▪ Bell Times – P</li> <li>▪ Length of School Day – P</li> <li>▪ Length of School Years - P</li> <li>▪ Treaty Of Waitangi – P</li> <li>▪ Inside Inglewood – D</li> <li>▪ Charter - D</li> <li>▪ Animals At School - P</li> <li>• Copyright – P / D</li> <li>• Privacy – P</li> <li>• Religious Instruction – P</li> <li>• Suspensions – P / D</li> <li>• Protected Disclosures – P</li> <li>• ERO Book of Contractual obligations - D</li> </ul>