



ADMINISTRATION & LEGISLATION PROCEDURES – NAG 6

Inglewood Primary School has implemented procedures in the following areas to ensure that administration / legislation requirements are being met

PROCEDURES:

- Absences & Truancy
- Animals At School
- Attendance Registers
- Bell Times
- Copyright
- Enrolments
- Length Of School Year
- Police Interviews
- Privacy Act / Privacy Officer
- Protected Disclosures
- Religious Instruction
- School Closure
- Transition To School
- Treaty Of Waitangi

SUPPORTING SCHOOL DOCUMENTATION:

- 'Inside Inglewood'
- Attendance Registers
- BOT Standing Orders
- Charter
- Daily Absence Records
- Enrolment Pack
- ERO Book of Contractual obligations
- MOE Gazette Notices and Circulars
- Newsletters
- Record of schools attended
- Record of Stand Downs and Suspensions
- Register of Admissions & Withdrawal
- School Trustee Publications
- Strategic Plan

SCHOOL PROCEDURES:

ABSENCES & TRUANCY

- The school will maintain an accurate and regular check of all student attendance / absence.
- Teachers will conduct a roll check at 9.00am daily.
- All absences will be reported to the office by electronic attendance on Assembly, Vistab or Relievers Attendance Roll.
- Office staff will contact caregivers by sms text notification via Assembly or phone if no reply. all students for whom an explanation for the absence has not been received.
- Staff will be informed of the explanation provided for the absence via Assembly or phone.
- All details shall be maintained in a register designed for this purpose which is held on Assembly.
- Teaching staff will keep the principal informed of any irregular attendance or repeated lateness / absence.
- The principal will either deal directly with the families concerned or refer the matter in writing to Tui Ora.

ANIMALS AT SCHOOL

- “Animal” is defined as any living creature with a backbone, including land-based and aquatic mammals, birds, fish and reptiles.
- It is generally accepted that other living creatures such as spiders, snails, worms and insects must also be treated with care and kindness.
- If the appropriate care cannot be provided, the animal is not to be kept in school.
- Creatures kept in classrooms for observation must be housed and fed properly, and returned to their natural habitat on completion of the study.
- Creatures captured on field trips must be returned to their habitat prior to leaving the area unless their proper care in the school is guaranteed.
- Responsibility for the welfare of animals rests with the teacher.
- Animals must have appropriate diet, including access to water. Provision must be made for care at weekends and over holidays.
- Animals must have cages/containers of an appropriate size, which are ventilated and hygienic. Animals must not be subjected to extremes of noise, draught or sunlight.
- Animals must be free from injury or disease. Diseased or injured animals must be treated, and must not be kept at school.
- Animals must be handled/kept in such a way that they are not subjected to stress or fear.

PROCEDURE ON STUDENT ATTENDANCE USING ASSEMBLY

EAR – (Electronic Attendance Register)

RATIONALE:

It is a legal requirement that children over the age of six receive an education. Any absences need to be explained to the satisfaction of the school.

OPERATING PROTOCOLS

Please log on to the Assembly site by using Chrome or Mozilla FireFox the site should be on the Favourites bar already. It should show the Teachers username and have the code entered if it has been saved.

If not, log on <https://inglewoodprimary.assembly-sms.co.nz/> and should automatically

If not: username = teachers Christian name (1st letter capital) and the first letter of their surname (Capital).

Password = teachers surname, first letter of Christian name and then 33

e.g. Username: VickiR

Password RitchieV33

Click on Administration.

On the right it will have Registers - teacher's name and room, on the table it should have the date and then morning and afternoon

Click on take register

Call out names and just mark those that are absent by clicking the field arrow and selecting the ?

Click on Save at the bottom of the register.

This will bring up a window showing a list of all those unmarked.

Select Yes and it will automatically mark all those that are present with a P.

- a. **Recording Attendance:** Student attendance will be recorded twice per day, at the beginning of the morning session (a) and at the beginning of the afternoon session (p). Teachers must ensure that have completed the morning session by 9.10am and the afternoon session by 1.30pm. The office will subsequently record in the SMS the reason for each student's absence using the Attendance Codes 2015. Even though the class roll is taken officially twice per day teachers are asked to be vigilant **at all times** and report any absences to the office.

- b. **Teachers will only enter the following codes:**

School Code	Classroom	Reason	Explanation
?	Not in class	Unknown reason (a temporary code)	This is the initial entry for a student not in class and the reason is unknown. It will be edited as relevant information becomes available about the reason for non attendance.
P	In class	Present	Student is in his / her class
L	Not in class	Student late for class	More than 10 minutes late

N.B. Teachers can also enter an explanatory note.

- c. **Students arriving late:** All students arriving late must report first to the office and sign in late on Vistab. Vistab will provide all late students with a slip which they must present to their class teacher as evidence of having reported to the office. Teachers will immediately refer all late students who have no slip back to the office.
- d. **Pass IN / OUT:** If a student is required to leave the school during the school day the student must sign out at the office. If a child returns to school later in the day (s)he will be required to report to the office on arrival. In this way the office will be able to record justified absences occurring during the course of the day.
- e. **Impending absence:** Whenever possible, parents / caregivers will be encouraged to advise the school of an impending absence ahead of time. When this is not possible, then parents / caregivers will be asked to inform the school as soon as possible after the event (e.g. by phone on the day of a student's illness, or by note on the first day when the students returns to school).
- f. If parents / caregivers advise the school of an impending absence of 5 school days or more, and request work to be provided for the student, then the class teacher will make the work available. However, work will not normally be provided for absent students under any other circumstances. If a student is away for more than 5 days a medical certificate is required and to be kept in the pupil files in the classroom drop box.
- g. **Explanations.** The following methods of explaining student absences, either before or after the event, will be accepted from parents / caregivers:
- A phone call
 - A face-to-face explanation
 - A note
 - A recorded message on the schools answer phone
 - A certificate from a health professional
 - An email message to school stating:
 - The student's name
 - The date of the absence and
 - The reason for the absence
- h. **Unexplained Absence.** When a student is marked absent and that absence hasn't been explained beforehand, the office will contact a parent / caregiver by sms text notification on the first day of absence. If an explanation is received by the office it will be entered into the SMS, using the attendance Codes 2015.
- i. **Caregiver contact.** If the absence remains unexplained after two days when the student returns to school, the class teacher will seek to obtain an absence note through the student. If that is unsuccessful the office will attempt to contact the parents/caregivers by phone. If no satisfactory explanation for an absence has been received by the school within two days of the student's return to school, **then the office will record the student as having been truant.** All such contacts and attempts at contacting parents must be recorded. (If a satisfactory explanation is subsequently received, then the office will adjust the coding of the absence.)
- j. **Unjustified Absence.** When an absence is deemed to be unjustified the office will contact the parents / caregivers within 24 hours, either by phone or by sending home a note, evidence of receipt of which will be required in writing. The aim of this contact is to alert parents / caregivers to the fact that the absence falls outside what is acceptable to the school.

- k. If a student has **three days** of “unjustified” absence in the course of a school term, the class teacher will contact the parents about this, advising of the likely consequences if this behavior continues. A **fourth day** of “unjustified” absence in the course of a school term will require the class teacher to refer the matter to their Associate Principal who will contact the parents / caregivers to arrange a meeting with them. If there is no satisfactory resolution to this meeting then the services of Tui Ora will be engaged.
- l. **Statistical Monitoring.** Twice each term Senior Management will review the school’s attendance / absence statistics with the office staff will print off Weeks 5 and 10 and, where there is concern will discuss it with the relevant class teacher, with a view to agreeing on a strategy to deal with the concern. Senior Management will also analyse the data in terms of gender, ethnicity, year levels etc and will draw to the attention of the principal any negative patterns that may emerge together with a proposed strategy on how to address them. Twice per year (end of Terms 1 & 3) the Associate Principals will provide the principal with a statistical analysis so that the principal can report to the Board on student attendance.
- m. **Enrolment Information:** Information on attendance requirements and absence protocols will be given to parents / caregivers as part of the school’s Enrolment Pack; the information will also be available in the Policy & Procedures Manual on the school website www.inglewoodprimary.school.nz
- n. **Term Audit Requirements:** At the end of each term Assembly generates an audit term attendance report which is saved on the Assembly programme.
- o. **Principal’s Discretion:** In the case of a student who is engaged in learning that is taking place not under the direct supervision of the school, the principal will use his / her discretion to decide as to whether the student will be marked as present or absent from school. Each case will be judged on its merits.
- p. **Relieving teachers:** The office will provide each class teacher with “hard copy” class lists. The Associate Principal in charge or relievers will bring these to their attention. The reliever will mark the hard copy lists as in (a) above and return to the office by 9.30am and 1.30pm for entry, by the office, onto the EAR. These are signed and dated by the relieving teacher and filed in the school office.
- q. **Emergencies:** Every class will have a laminated class list positioned next to their fire exit door. They will use this list in case of an emergency at school.
- r. **ICT Failure:** If there is an ICT failure and the SMS can not be used in the class, then teachers are to use a class list and send to the office where the information will be inputted. Teachers who have the Assembly app on the mobile phones can take the roll on this.
- s. **EOTC/Day out of the Classroom:** If the class is out of the classroom for the day or on camp, the attendance information will be inputted when they return. The same protocols will take place with late students and absent students for that day.

Clarifying Absence: At Inglewood Primary the following interpretations apply as per the Ministry of Education guidelines Attendance Code List 2015.

Attendance Code List 2015

Key
Present for half day calculations
Unjustified absence
Justified absence



School Code	Classroom	Reason (Business Rule)	Explanations – The following explanations are provided as common reasons why a student may be absent from school. The Tuarey Code column indicates if the absence is Justified or Unjustified. This does not preclude the Principal from using discretion over any specific student absence	Tuarey Code	½ day calc
?	Not in class	Unknown reason (A temporary code)	This is the initial entry for a student not in class and the reason is unknown. It will be edited as relevant information becomes available about the reason for the non attendance. If required, the SMS can be set by the school to automatically change the '?' code to a T after a configurable number of school days (eg 7)	U	A
P	In class	Present	Student is in his/her regular class (This includes supervised study)	P	P
L	In class	Student is late to class	School policy will determine when this code is used. Eg: School policy may recommend that a student more than 10 minutes late is coded 'L'. Note this code does not contribute to the student's or school's absence or truancy rate.	P	P
S	Not in class	Sickbay	Student is known to be in the school's sickbay	P	P
D	Not in class	Medical Appointment – doctor or dentist	Current legislation means this type of absence is counted as present for ½ day summaries. There must be documentation verifying the appointment. This code is not to be used for a stay in hospital. Use code "M"	J	P
I	Not in class	Internal school appointment or activity – Dean, DP, sports administrator, coach, attendance officer etc	This can include students who are out of class for various school appointments including: form teacher, dean, senior management, counsellor, sports administrator, coach, nurse, careers, as well as students on an administration activity such as messenger, collecting attendance etc. It does not include a student who has been removed from his/her regular class and sent to the administration area for disciplinary reasons. This student would be coded P in the class and the code would probably be changed to R by the senior staff member dealing with the student.	P	P
E	Not in class	Student is absent with an Explained, but Unjustified reason	The explanation for the absence is accepted by the school as the reason for the absence. But the reason does not fit within the school's policy as a justifiable reason to take the student off school. (Even though the parents may consider the absence was justified and may have provided a written explanation). E.g. "Molly had to stay home to look after her younger brother", "For New Zealand and overseas holidays use code "G" – see below.	U	A
M	Not in class	Student absent due to short-term illness/medical reasons	Student is at home, or in hospital, because of illness or other medical reason. Depending on school policy a medical certificate may be requested for prolonged illness. eg three days, or as policy requires.	J	A
J	Not in class	Justified absence – reason for absence within the school policy	<ul style="list-style-type: none"> Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions etc Planned non attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas. Approved absence (including overseas) can also include bereavement, visiting an ill relative, exceptional family circumstances or a Section 27 	J	A
T	Not in class	No information provided – truant (or throw-away explanation)	An absence where either no information is provided, or the explanation is trivial (throw-away): <ul style="list-style-type: none"> • didn't feel like Maths so I took the period off • I had to finish an important assignment • I went down to the river • I went to the shops • we had a test and I wasn't ready for it 	U	A
V	In class	Examination or Unsupervised Study – student is on the school-site	Students sitting examinations at school (if the SMS can provide attendance marking during exams.) Unsupervised study – school process verifies student is on the school-site. Note that supervised study is recorded as a regular timetable class.	P	P
X	Not in class	Exam leave Unsupervised study – student is off-site	Code X will count as a justified absence and contributes to ½ day absence summaries. Note that supervised study is recorded as a regular timetable class.	J	A
G	Not in class	Holiday during term time	When a student is on a New Zealand, or, Overseas holiday during the school term, the absence is Unjustified. A parent's note does not provide justification.	U	A
N	Not in class	On a school based activity	A school-based (on-site) activity: <ul style="list-style-type: none"> • cultural/sporting presentation/practice including swimming/athletic sports • one to one tuition either as tutor or tutored 	P	P
Q	Not in class	Attending an off-site school-organised activity such as trip/camp	A school-organised off-site activity including overseas <ul style="list-style-type: none"> • school trip (sporting, cultural or academic) • school camp 	P	P
W	Not in class	Work experience	Student is working for a recognised employer as part of their course (Gateway is an example)	P	P

R	Not in class	Removal (temporary), from regular class (internal school student isolation)		P	P
Z	Not in class	Secondary Tertiary Programme (including Trades Academies)	This code is for students who for a time period had an arrangement for alternative supervision. This may be in the administration corridor or in another teacher's class, instead of the student's regular scheduled class	P	P
O	Not in class	Justified Overseas	The student is participating in a part-time (off-site) approved Secondary Tertiary programme that includes Trades Academies. The school is not entitled to be funded.	O	A
K	Not in class	Attending a Teen Parent Unit	A student accompanying, or visiting a family member, who is on an overseas posting. (Up to 15 weeks) Eg military or diplomatic.	J	P
A	Not in class	Attending Alternative Education	The student is not in class, is on the school roll but funded elsewhere	P	P
Y	Not in class	Attending an Activity centre	The student is not in class, is on the school roll but funded elsewhere	J	P
F	Not in class	Attending an off site course/class	The student is not in class but in an approved environment for which the school is entitled to be funded	P	P
H	Not in class	Attending a Health camp/Regional Health School/Residential School	The student is not in class but is on a legitimate off-site school-based course	J	P
C	Not in class	Involved in Justice Court proceedings	The student is not in class but in an approved environment for which the school is entitled to be funded	J	P
U	Not in class	Student is Stood down or Suspended	Under existing legislation this type of absence is deemed to be Present when calculating ½ day summaries	J	P
			Student is Stood Down or suspended according the conditions of Section 14 of the Education Act 1989 (This code is for the period of the stand down/suspension. It does not include the day the stand down was imposed)	J	A

Key

Present for half day calculations

Unjustified absence

Justified absence

Code not used: B

Rules for Truancy Codes:

- J = Justified Absence
- U = Unjustified Absence
- P = Present
- O = Overseas (justified)

School closures

A Board of Trustees can close the school (for instruction) for reasons including:

- an emergency (earthquake, flood, etc); or
- strike closure

It is usual that ½ days lost do not have to be made up, but schools should confirm this when informing their local Education Office of the closure. The School calendar should be adjusted in the SMS to show such days (or ½ days) as a non-school day and this means the student's attendance cannot be marked. If the school's SMS cannot make a ½ day adjustment in the calendar, then students should be marked J (justified absent). In the case of a strike closure, although the school is closed for instruction, the Secretary expects boards to consider providing supervision for those students who do turn up. Note that Boards have ongoing responsibility for the safety of students while under supervision at the school, whether or not the school is also open for instruction.

Keeping the school open

Depending on the circumstances the Board, while not closing the school, may ask parents to keep children (of specific, or all year levels) at home where possible, but if they send them to school they will be supervised. If the school remains open then students not attending are J (justified absent) and those attending are P (Present).

BELL TIMES

- The school operates an automated bell system with times for instruction and recreation pre-programmed.
- Bell times are set so that students receive 5 hours of instruction / teacher contact per day.

COPYRIGHT

- The school will take out annual copyright licences when and where appropriate.
- The obligations and entitlements of these licences will be explained to staff and will be displayed in an area by the school photocopier.
- The school will not tolerate the infringement of copyright procedures.

ENROLMENTS

- Ministry Of Education Guidelines will be adhered to.
- No student under the age of five will be enrolled at the school. Currently under review due to Cohert Entry initiative.
- Once enrolled a student is obliged to attend regularly.
- The principal, or in his/her absence the Associate Principals will be responsible for the enrolment of all students.
- On enrolment the Principal will ascertain, from the parent/caregiver, such information as:
 - a) required by law
 - b) needed by the school
 - c) considered necessary by the parent/caregiver.

If the Principal is unavailable then the Office Manager and/or Associate Principal will do the enrolment and confirm class placement.

- 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.
- The School Information book will be given to each new family and discussed.
- Office procedures;
 - i) Enrolment form is given to the Office Manager.
 - ii) Relevant enrolment details are entered in the Register of Admission and Withdrawal book. Birth Certificate and Immunisation Certificate to be copied and kept with the enrolment form.
 - iii) Administration number to be entered on enrolment form.
 - iv) Top copy of enrolment form goes to school file.
Second copy to the teacher.
Third copy to Dental Nurse.
 - vi) Information will be entered on Assembly. Class and medical lists are updated.
 - vii) Enrolment Record to be requested from previous school.
 - viii) Teacher is given all relevant records.
- Children enrolling who have never attended a NZ school will have an Enrolment Record created.

Withdrawal of children:

- When notification is received the teacher, associate principal and principal is informed. The class teacher will send over all the child's records.
- Records then given to Office Manager for withdrawal procedures;
 - Post records
- Delete child off computer and class lists.
- 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.
- If records have not been requested by ENROL within 5 school days the Office Manager/Principal must take reasonable steps to find out where the child has gone in order to send the child's Enrolment Record.
- If the Office Manager/Principal cannot locate the child, the Principal must inform the Ministry of Education using the form NETS-1 and retain the child's records.
- If a child has been absent for 20 consecutive days without the Principal being informed the absence is only temporary. The Principal will liaise with MOE, Tui Ora to following the guidelines.

Children requiring 'on-going resourcing':

- The enrolment of such children will not be conducted until due consultation with Learning Support.
- The school must ensure that it has the necessary physical resources, financial resource and appropriate staff before enrolment of such children can be finalised.
- The interests and well being of the child is paramount.

LENGTH OF SCHOOL YEAR

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

POLICE INTERVIEWS:

- 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.
- If the child's parents/caregivers are unable to be contacted no interview is to take place unless the Principal or Associate Principal is present.
- Agencies must make a request in writing prior to any interview taking place.

PRIVACY / PRIVACY OFFICER

1. The Privacy Act promotes and protects *individual* privacy.
2. The Official Information Act extends the strict limits imposed by Principle 11 on Disclosure to third parties.
3. The Privacy Officer's duties are to:
 - Encourage compliance by the School with the 12 privacy principles.
 - Deal with access and correction requests made to the School.
 - Assist the Privacy Commissioner in relation to the investigation of complaints.
 - Otherwise ensure compliance by the School with the Act.

OBLIGATIONS

1. Provide internal procedures for dealing with access requests.
2. Annually review all personal information the school currently holds to ensure that:
 - It is securely held.
 - It is accurate and up to date.
 - Redundant information is deleted.
 - Unique identifiers (ID numbers) are adopted for individuals only where appropriate.
3. Review the procedures for obtaining personal information (including stationery and forms) in order to ensure that:
 - The requirements of the Act are complied with.
 - The “purpose of collection” is sufficiently widely defined and established.
 - All consents and authorisations necessary to allow all proposed uses of information are obtained at the time of collection.
 - Any consents and authorisations necessary to obtain information from third parties, including other schools, are obtained.
4. Review current or proposed uses of personal information to ensure that the use is consistent with the purpose of collection and that use will not breach the principles in future.
5. Review procedures for release of personal information to ensure that:
 - Appropriate consents are obtained prior to release; or
 - The statutory obligations are otherwise complied with.
6. Ensure that school staff understand their obligations under Privacy Act.

RELIGIOUS INSTRUCTION:

- The school does not currently offer a Religious Instruction programme.

SCHOOL CLOSURE

- In times of emergency the Board will have the right to close the school for instruction.
- Any such closure will be in accordance with MOE guidelines.
- Parents/caregivers and the Ministry will be immediately informed.

STAND-DOWN, SUSPENSION, EXCLUSION & EXPULSION

We must ensure that on the rare occasions stand-downs, suspensions, exclusions and/or expulsion need to be considered that all requirements of the Education Act are followed.

www.education.govt.nz/assets/Documents/School/Managing-and-supporting-students/Stand-downs-suspensions-exclusions-and-expulsions-guidelines/SuspensionGoodPracticeWEB.pdf

- Stand-downs, suspensions, exclusions and expulsion are disciplinary measures of the last resort and that whenever possible all alternatives should be explored.
- To take all reasonable steps to ensure that all students have assistance to remain at school and progress with their learning.
- To strictly follow and meet the legislative procedural requirements (1999)

IMPLEMENTATION

1. The Principal (or Acting Principal) shall have the sole right to stand down or suspend a pupil of the school.
2. In acting on any proposed stand-down, suspension, exclusion or expulsion the Board requires that the Principal and its members strictly follow the procedures set out in the MOE Guidelines to schools July 1999, referring to the MOE and/or legal advice whenever there are any uncertainties.
3. A copy of the MOE guidelines to schools is to be kept on file and available in the filing cabinet in the main office.
4. No decision will be made by the Board or any Disciplinary Committee without ensuring all of the necessary steps have been taken.
5. Refer to Ministry of Education Guidelines July 1999 for additional information.

These procedures will be reviewed on the occasion of any changes to relevant legislation.

TRANSITION TO SCHOOL

- The operation of any transition policies will occur within the guidelines of the Privacy Act.

IMPLEMENTATION

- Visits – Kindergarten to school – one per term.
- School to Kindergarten – as arranged.
- Child with parent – three visits before commencement.
- Head teacher and local staff of Pre-school learning centres and Principal and/or New Entrant Teacher/Associate Principal of Inglewood Primary School will meet from time to time to discuss impending enrolment of children and the sharing of significant information on children and programmes.
- Pre-entry groups will continue to visit new entrant room or attend the schools Mini Moa programme.
- Pre-school children and staff to be invited to view special school activities e.g plays, choirs etc.
- Information material will be made available at pre-school institutions.
 - Transition to school information
 - Junior school organisation
 - School Information Booklet

TREATY OF WAITANGI

- Opportunities will be provided to students to understand and respect Maori values and customs.
- Opportunity will be provided to understand and speak Te Reo Maori and provide opportunities to read and write Te Reo Maori.
- Parents of Maori children will be involved in making decisions about Maori education where appropriate.
- An awareness and appreciation of Taha Maori will be developed amongst staff and pupils.
- Opportunities should be used where and when necessary to liaise between the school, its community and the local Marae in the area.

- It is desirable to bring a Maori perspective into curriculum areas and to use aspects of it in learning activities as a basis for improving the learning of Maori students and better understanding of Taha Maori for all.
- Available resources will be utilised to provide opportunities to learn the Maori Language.
- As a result of the learning and teaching programmes the children of Inglewood School will develop an awareness of the uniqueness of Maori cultural heritage, and will gain a better cultural understanding of it, consistent with the Treaty of Waitangi.
- Appraisal and teacher registration will meet criteria as set by Education Council.