



## LEGISLATION POLICY

### Outcome statement

Sacred Heart Girls' College will comply with all relevant legislation and regulations.

### Scoping

Sacred Heart Girls' College must have sound policies and procedures to ensure all legal requirements for the operation and governance of the College are satisfied.

### Delegations

The Board will be responsible for the overall compliance with legislation by putting in place policies and procedures where appropriate. Within each policy and procedure there may be some aspect that is delegated to the Principal or other party.

### Limitations and expectations

- The Board will ensure that the appropriate policies and procedures are in place.
- There are a variety of policies and procedures that are in place which do not form part of this Legislation Policy.
- Included below are a variety of procedures which the Board have created which not related to another College policy.

### Supporting Documents and Information

- Ministry Gazettes notices and circulars
- Education and Training Act 2020
- Strategic Plan and Annual Implementation Plan


### Procedures

- Attendance and Absences
- Copyright
- Keeping Animals at School
- Length of School day and 2024
- School Closure
- Suspensions and Expulsions
- Truancy

### Monitoring

- All policies and procedures will be reviewed by the Board on a regular basis to ensure they are accurate and up to date.

Reviewed: August 2024	Next Review: August 2027
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Signed (Presiding Member): 	Date of Board Meeting reviewed and accepted: Wed 28 August 2024
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## ATTENDANCE AND ABSENCES

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The Board 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 the Board are legally responsible to ensure students' regular attendance at school when the school is open (Education and Training Act 2020) .

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.
- 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 Senior Leadership Team is responsible for reviewing, updating and informing the community regarding attendance matters
- attendance statistics are collected, analysed and shared with the Board
- all processes are regularly reviewed to ensure an optimal attendance system is in place.

### **Associated Legislation:**

- [Education and Training Act 2020](#)

## ***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 1994 ('the 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.

### **Associated Legislation:**

[Copyright Act 1994](#)

## ***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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Schedule 21 of the Education & Training Act 2020, 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 Board will ensure the College is open for the necessary half days to meet legislation.
2. The Board will ensure it follows the Ministry of Education guidelines around a close down period, an excerpt from 6.1.3 is as follows;
  - a. A teacher must take their annual holidays when the school customarily closes for instruction as follows:*
    - i. The close-down period will commence each year upon completion of the half days the school is required to be open as set out in clause 5.4.3 except where the school operates an alternative calendar;*
    - ii. schools that operate an alternative calendar may operate two or more closedowns during term breaks which are notified to teachers at the commencement of each school year.*
  - b. The teacher will be given at least 14 days' notice of the closedown dates.*
3. The Board will exercise the flexibility available to open College between Auckland Anniversary and the 7<sup>th</sup> February.
4. The Principal will consult with local contributing schools to accommodate local events when planning our College year.
5. 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.

### **Associated Legislation:**

- [Education and Training Act 2020](#)

## **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 Schedule 21 of the Education & Training Act 2020. 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 the Education and Training Act 2020, the Board 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. If the emergency means that the College will not be open for the required number of days then an application must be made to the Ministry of Education to reduce the number of half days the College must be open for.

The Secretary of Education may direct the Board to close the College in a state of emergency.

### **Associated Legislation:**

- [Education and Training Act 2020](#)

## ***SUSPENSIONS AND EXPULSIONS***

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All stand-downs, suspensions, exclusions and expulsions will be implemented by following the Education & Training Act 2020.

## **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 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 the Attendance Service 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 consecutive absence, the NETS System will take effect.