

Procedures

ADMINISTRATION AND COMPLIANCE

DRAFT

6.1 Under-Five Year olds Attending School

It is desirable to have under-five year olds in the school for visits prior to their enrolment to ease their transition into school life.

Section 5 of the Education Act 1989 provides that no person under 5 shall be enrolled at Primary School. We can therefore accept no responsibility for them legally. They are legally the responsibility of their parents/guardians who will be asked to sign an 'Under Five year old consent Form' for their child during their visits. B45 specific

Upon turning four, children are able to attend weekly B45 pre-school sessions during the first block of Friday morning.

Four-year-olds may attend half or full days, four weeks prior to their 5th birthday for the purposes of school preparation. These visits shall be made in consultation with the teacher at a time convenient to the teacher.

The principal will be kept informed of times that the child is to be in the school. These pre-enrolment visits are not compulsory, but are actively encouraged.

6.2 Enrolments

Mimi School currently has no enrolment scheme in place and as such, is able to enrol any student eligible for enrolment in a New Zealand contributing Primary School. International students are able to be enrolled by the school with acquisition of Signatory to Pastoral Care of International Students status and compliance with the Code of Practice for the Care of International Students. This is acquired by making an application to the Code of Practice team through the Ministry of Education website.

Guidelines for enrolling International students

Guidelines for eligibility to enrol in New Zealand Schools will be followed as outlined in latest relevant MoE Education Circular (currently 2011/01- See Appendix 15)

6.3 Religious Instruction

1. The purposes of Religious Instruction at Mimi School are as follows:
 - To teach Christian values
 - To give a basic knowledge of the Bible
 - To make children aware of their spirituality
2. The syllabus to be used is Religion In Life, or Connect which includes material produced by The Council for Christian Education In Schools (Victoria) and published by the Joint Board of Christian Education (Australia and New Zealand).
3. Tutors must be approved of by the Board of Trustees.
4. Religious instruction teachers will be encouraged to attend classroom sessions and consult with the staff on classroom rules and procedures before teaching commences.
5. Teachers will reserve the right to sit in on lessons.
6. In classes where Religious instruction is being offered, all children will attend until it is the wish of the parents/caregivers that they be exempt. (Section 70, Education Act, 1964)
7. Should parents wish to exempt their child, they must make their wishes known in writing to the principal.
8. The school will be closed for the purposes of Religious Instruction so any child exempt is not required to attend until the conclusion of the 30 minute lesson.

6.4 Copyright and Licenses

Mimi School obtains copyright licenses through NZSTA 'One Stop Shop' Copyright licensing Scheme.

The school is governed by the law with respect to the use of musical scores, videos, books, films and other copyright materials. Compliance is essential.

Under Section 221 of the Copyright Act, schools are permitted to copy and use copyrighted material for educational purposes so long as;

1. a. A reasonable proportion of the work is copied, and in any case no more than 10%.
b. No more than one copy per person in the class is produced.
c. No profit is made
d. It is used only for instruction
e. It is used for performance so long as the audience is limited to pupils and teachers and does not include parents.
f. Any play of musical score for parent or public performance first has permission from the person holding performing rights.
2. National Film library films and videos are automatically useable as a blanket waiver covers them
3. No commercially hired videos, taped videos or TV programmes are to be shown in a school.
4. Any staff member showing videos outside the terms of the Films Act or otherwise failing to comply with the Act as defined in this procedure is liable to a fine to a maximum of \$10,000.

In addition, material can be scanned and stored and made available to students on the school's password protected intranet and presentation software and programs (Powerpoint etc).

Digital copies:

- Must be identified with source details;
- May not be systematically stored and indexed with intention of creating an electronic database of works;
- May not be made available on a publicly accessible website;
- May not be made available to anyone other than students and staff of the school;
- Must be deleted from the server when no longer used for the course of study the copy was made for;
- Must be deleted from the server if the license is terminated.

(See Copyright Licensing details from Copyright Licensing and NZSTA behind.)

6.5 Attendance

In the first instance, the BoT and staff will strive to ensure that students have a high level of attendance by building great relationships with the students and whanau and plan for programmes that are motivating for children, and have them want to regularly attend school.

1. Attendance Management Plan has been developed using '**Attendance Matters**' MoE guidelines.
2. The school will take pro-active steps to increase student attendance. The principal will analyse attendance at the end of each term, calculating levels of attendance of each class, and across the school, and provide a report to the Board at their next meeting, and where a problem exists, the BoT will set targets to improve attendance.

3. The principal will bring attendance problems to the classroom teacher's attention by meeting with teachers and highlighting children in the class registers that show high absenteeism, or high rates of 'unjustified' or 'truant' absences.
4. Student attendance will be recorded in the E19/1 Attendance Registers twice a day.
5. Absences will be followed up by the administrator, or teaching staff as soon as possible to identify reasons for absences.
6. 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 (eg by phone on the day of a student's illness, or by note on the first day when the student returns to school).
7. If parents/caregivers advise the school of an impending absence of five 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.
8. 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 message to the school's 'absence' phone
 - an email message to school stating:
 - the student's name
 - the date of the absence and the reason for it
9. If the absence remains unexplained when the student returns to school, the class teacher will seek to obtain an explanation through the student. If that is unsuccessful after three days, the teacher will attempt to contact the parents/caregivers by phone. If no satisfactory explanation for an absence has been received by the school within a week of the student's return to school, then the class teacher will record the student as having been truant. (If a satisfactory explanation is subsequently received, then the coding of the absence will be changed by the class teacher – and the change shown in the register.)
10. When an absence is deemed (in terms of school policy) to be 'unjustified', the class teacher will record the absence as E.
11. If a student has six half days of 'unjustified' absence in the course of a school term, the class teacher will share this with the principal to follow-up.
12. The principal will speak with the student and their parents/caregivers in order to discover the reasons for the absenteeism and create solutions with the family.
13. If a student is referred to the Principal for 'unjustified' absences in two consecutive school terms, the Principal will refer the matter to the District Truancy Service.
14. Attendance will be reported to parents at least twice each year, once during Parent Interviews, and in their child's formal report at year end.
15. Information on attendance requirements and absence protocols will be given to parents/caregivers as part of the school's Enrolment Pack. This information will also be placed on the school's website and a reminder notice will be put in the school Newsletter at least once a year. If generic problems arise from time to time over student absences, then a further notice about the issue(s) will be put in the school Newsletter. The Principal will be responsible for all this information.

6.6 Half Days

Attendance is measured in half days as defined by;

- Zero half days = no attendance, or less than 2 hours for tuition in a school day.
- One half day = attendance for tuition for more than two hours, but less than four hours in a school day.
- Two half days = attendance for tuition for at least four hours in a school day.

6.7 Removal from the School Register

In the final week of school, the office administrator shall complete and ENROL 'batch withdrawal' for Year 6 students and any others who the school has received written confirmation of transfer to another school.

The office administrator is to remove any students using ENROL upon formal request from another school in which a child has been enrolled.

When a student leaves the school, the student's, their individual cumulative file will be printed off and sent to the new school with other school records.

The final day for attendance is the day on which a student last attended, not the date ENROL was completed.

ALL ENROL withdrawals must be completed within 5 days of a student leaving school.

6.8 Attendance Register Codes (See appendix 14)

Ensure that everyone knows about the procedures

Boards of trustees, teachers, school support staff, school leaders, students, and parents and caregivers all need to know that there are attendance procedures in place and that these need to be followed.

At the beginning of each academic year, schools should ensure that every teacher is aware of the requirements of the attendance policy – and where the responsibilities lie.

Regular analysis of attendance data with staff and review of the procedure will help to ensure the successful implementation of the attendance management procedure.

Likewise, families should be informed that:

- the school has an attendance procedure
- the school expects them to attend every day the school is open, unless they have a valid reason
- all absences must be explained by a parent or caregiver
- the school will follow-up non-attendance
- there are consequences for missing school without a valid reason.

Parents and caregivers also need to know that:

- they have legal responsibilities for ensuring student attendance
- they must follow the procedures and inform the school if a student is likely to be late, or absent
- they will be contacted by the school if their child is absent and the school has not been notified
- if their child's absence is unjustified and persistent, they could face prosecution

6.9 School Hours /School Year

The Board of Trustees is responsible for ensuring that the school is open for learning and teaching for the number of hours and half days as prescribed by the MoE and advised to schools through the Education Gazette each year.

The principal shall provide the Board with assurance that the school has been open for the prescribed number of days for any given year.

7.0 Stand-Down and Suspension

The MoE handbook, 'Guidelines for Principals and Boards of Trustees on Stand-Downs, Exclusions, and Expulsions' is to be followed along with MoE resources on the Ministry website in all matters pertaining to stand-down or suspension of a student at Mimi School.