

NAG 6

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.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 6 N.A.G.6

POLICY TITLE 6.0 GENERAL POLICY ON LEGISLATION AND REGULATIONS

RATIONALE

Wellington College will comply with all general legislation and regulations concerning requirements for the operation of the school.

PURPOSE

To ensure that the laws of New Zealand concerning school operations are fully met.

GUIDELINES

1. The College will have policies and written management procedures that are actively practised and regularly reviewed for compliance. These will include:
 - Length of the school year
 - Structure of the school year
 - Attendance
 - Enrolment
 - Truancy
 - Suspensions
 - Pupil privacy
 - School bus transport
 - Police in the school
 - Child Youth and Family in the school.
2. Management procedures will reference current legislation.
3. Compliance reporting is documented in National Administration Guideline 2.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 6 N.A.G. 6

POLICY TITLE 6.3 COMMUNITY CONSULTATION

RATIONALE

The Board is required to consult with its community, parents, staff, and students.

PURPOSE

To ensure good communication between the Board and members of the School community.

GUIDELINES

1. Copies of the Board meeting agenda will be available in the school reception.
2. Meeting times and venues will be advertised well in advance.
3. The public may attend meetings, but may not speak unless invited to do so.
4. The Board may provide for special forums as part of the Board meeting or separately in special meetings, and at these forums members of the public may be invited to speak and Board members may ask questions of them.
5. The Board will put in place a communications strategy to ensure that through College publications and other mechanisms the members of the College community are aware of the major issues being considered by the Board.
6. The Board will put in place a strategy to ensure that it has an effective mechanism for communication and liaison with the major groups and organizations representing members of the College community.
7. No matter shall be discussed in open meeting which shall be sensitive commercially or personally to any member of the school community.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 6 **N.A.G. 6**

POLICY TITLE 6.5 **ENROLMENT SCHEME**

RATIONALE

The College Board of Trustees will comply annually with the requirement that it determine whether it believes there is a likelihood of overcrowding in the following year and, as a result, resolves to put in place an enrolment scheme. The Ministry must be advised and, if it concurs with the decision of the Board that an enrolment scheme is necessary, the Board must publish its scheme.

PURPOSES

- To ensure that the Board complies with its obligations to the Ministry and the community.
- To provide a statement of the scheme and the basis for its formulation.

GUIDELINES

1. The Board will advise the Ministry in June of each year of its intention to publish a scheme to prevent overcrowding in the College.
2. The maximum roll of the College shall be determined on the basis of both the serviceable buildings available and the needs of the courses proposed in the curriculum.
3. The enrolment scheme will be published annually in the Prospectus after resolution at a Board meeting no later than June.
4. The scheme will ensure that the College complies with the legislation for Enrolment Schemes specified in the Education Act 1989, as amended in 2000.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 6 N.A.G. 6

POLICY TITLE 6.6 ATTENDANCE

RATIONALE

It is important that students attend all classes. Being absent without leave can have a serious effect on a student's academic and social progress and development on his welfare. The Education Act 1989 (s25) requires that any student who is enrolled at the College must attend whenever it is open. Under s31 of the Act, the Board of Trustees is responsible for "taking all reasonable steps to ensure attendance of students enrolled at its school."

PURPOSES

- To ensure that school attendance is effectively monitored.
- To respond promptly and appropriately to attendance problems.

GUIDELINES

1. Parents and caregivers have the responsibility for advising the College of non-attendance by a student through sickness or unavoidable cause. Any absence from school must be explained by a letter from a parent or guardian, provided on the day the student returns to school.
2. An absence of a student which is planned by the family for family reasons must be advised in writing by letter to the Headmaster at least two weeks in advance.
3. Attendance at the College will be monitored on a daily period-by-period basis.
4. The Attendance Registrars and Attendance Secretary will be responsible for ensuring that absences are recorded and unexplained absences are appropriately dealt with.
5. A summary of attendance patterns will be reported to the Board from time to time.
6. In cases of persistent truancy the action taken will be in accord with College Policy on Truancy.
7. The College will maintain procedures which provide for parents to be made aware of any problems with attendance of their sons, and that involve parents in resolving these problems.

