



## PIRONGIA SCHOOL BOARD OF TRUSTEES

### Attendance Policy

### NAG 6

Review date: May 2019

#### **Rationale:**

To fulfil the legal requirements and maximise learning opportunities for pupils.

#### **Purposes:**

1. To provide continuity of education.
2. To enable forward planning by the teacher.
3. To ensure parental obligations are met.
4. To ensure student well-being is protected.
5. To promote a positive school climate that encourages attendance.
6. To foster good habits of attendance, necessary in later life.

#### **Guidelines:**

1. School attendance is compulsory from age 6 - 16 years unless parents have a certificate of exemption. Cohort entry requires attendance for children once enrolled but not yet six year of age.
2. An Attendance Officer will be appointed (the Office Administrator).
3. Teachers will maintain attendance registers as per Education Act, marked twice daily, as per the electronic Attendance Register-outlined specifically in the Staff Handbook and in the Relievers and Student Teacher Information Booklet. Students must be present for 4 hours of tuition.
4. Caregivers are expected to phone/text/email the school office on the day of their child's absence, stating the reason for the absence or write a note which the children will present to the class teacher on his / her return. The school will contact parents by 10am at the latest should a child not arrive at school where no explanation has been given.
5. Children who are late to school, i.e. after the 9am bell will be recorded as late and this will be reported in the Learning Portfolios.
6. Weekly attendance reports are checked by the Senior Leadership Team at regular intervals. Any unexplained absences/continued lateness are to be followed up by the Principal through a phone call or letter.
7. If the case of any child suspected of, or showing regular patterns of absenteeism, or 20 consecutive days of absence, the Truancy Officer (IAS) for our district (Helen Bright) will be notified.
8. If a caregiver is suspected of condoning truancy, the Principal will communicate by letter with the caregiver regarding the requirements of The Education Act. Absences over three days should be covered by a Doctor's certificate.
9. If a child has been absent for ten consecutive days without explanation, the caregiver will receive a second letter. After fifteen days without suitable explanation, a warning notice of court action will be sent home to the caregiver.
10. Before legal action is taken against any caregiver because of poor attendance at least one phone call and one home visit will be made by the Principal to the caregiver.



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11. For the welfare of pupils and for schools to successfully initiate prosecution, accurate recording of attendance registers is essential.
12. The Principal is designated by the Board of Trustees to act in the capacity of Attendance Officer.

**Pupil Withdrawal:**

Under Section 25A & B of the Education Act 1989:

1. A student may be released from tuition
  - a. On sincerely held Religious or cultural grounds.
  - b. For outside tuition e.g. children with special needs or abilities.
2. Principals to ensure all criteria for releases are met.
  - a. Genuine grounds.
  - b. Letter in writing from parents (24 hour notification required).
  - c. Student is able to be supervised outside the classroom.
  - d. The student on that particular day has attended school for 4 hours.



**PIRONGIA SCHOOL BOARD OF TRUSTEES**  
**Privacy Policy**  
**NAG 6**

*Review date: May 2019*

**Rationale:**

The Board of Trustees of Pirongia School is required to comply with the Privacy Act 1993 in all aspects for employees and in its role as the body with overall responsibility for the running of the School.

**Purposes:**

1. To promote and protect individual privacy with regard to:
  - a. the collection, use and disclosure of information relating to individuals.
  - b. access by each individual to information relating to that individual held by the school.

**Guidelines:**

1. The BOT will appoint at least one Privacy Officer.
2. Procedures will be designed to comply with the principles contained in the Privacy Act which specify requirements regarding:
  - a. Purpose of collection of personal information.
  - b. Source of personal information.
  - c. Collection of information from subject.
  - d. Manner of collection of personal information.
  - e. Storage and security of personal information.
  - f. Access to personal information.
  - g. Correction of personal information.
  - h. Accuracy of personal information to be checked before use.
  - i. Agency not to keep personal information for longer than necessary.
  - j. Limits on use of personal information.
  - k. Limits on disclosure of personal information.
  - l. Unique identifiers.



## PIRONGIA SCHOOL BOARD OF TRUSTEES

### Protected Disclosure Policy

### NAG 6

Review date: May 2019

#### **Rationale:**

To comply with the Protected Disclosures Act 2000.

#### **Purposes:**

1. To provide information and guidance to employees of Pirongia School who wish to report serious wrongdoing within the school.
2. A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

#### **Guidelines:**

1. Serious wrongdoing for the purpose of this policy included any of the following:
  - a. Unlawful, corrupt, or irregular use of public funds or resources.
  - b. An act or omission or course of conduct:
    - i. which seriously risks public health or safety or the environment; or
    - ii. that constitutes an offence; or
    - iii. that is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement; or
    - iv. constitutes serious risk to the maintenance of law.
2. Before making a disclosure the employee should be sure the following conditions are met:
  - a. the information is about serious wrongdoing in or by the school; and
  - b. the employee believes on reasonable grounds the information to be true or is likely to be true; and
  - c. the employee wishes the wrongdoing to be investigated; and
  - d. the employee wishes the disclosure to be protected.
3. Any employee of Pirongia School can make a disclosure. For the purposes of this policy an employee includes:
  - a. Current employees and principal.
  - b. Former employees and principals.
  - c. Contractors supplying services to the school.
4. An employee whilst acting in accordance with the protected disclosures policy when making a disclosure:
  - a. may bring a personal grievance in respect of retaliatory action from their employers;
  - b. may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
  - c. is not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure.
  - d. will have their disclosure treated with the utmost confidentiality subject to the following provisos:



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- i. *all disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, The Principal or designated person will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing, or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential.*
  - ii. *to prevent an effective investigation*
  - iii. *to prevent serious risk to public health or public safety of the environment.*
  - iv. *to have regard to the principles of natural justice.*
5. the protections provided by this policy will not be available to employees making allegations they know to be false or where they have acted in bad faith.
6. Any employee of Pirongia School as defined in (3) above, who after considering the guidelines above wishes to make a protected disclosure should do so using the school's procedures for submitting a protected disclosure.
7. Each year at the AGM of the Board of Trustees, the board will nominate under the provisions section II of the Protected Disclosures Act 2000, the Principal or the BOT Chairperson to investigate any written complaint or if inappropriate as outlined in the Protected Disclosures Procedures.