



# WAIMEA COLLEGE

## Policies and Procedures

**Policy:** NAG 6 - Administration

**Date Approved:** 21 September 2020

**Review Date:** 2023

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### Rationale

The Board of Trustees is required to ensure that Waimea College complies with all legislation that governs the operation of the College.

### Purpose

1. To ensure that student attendance at school is effectively monitored.
2. To ensure that the suspension and stand down procedures, along with the principles of natural justice, are adhered to.
3. To ensure that all returns required by the Ministry of Education are prepared accurately and on time.
4. To ensure that all other legal requirements are met.

### Guidelines

1. The College will have a system for monitoring the attendance of students on a daily basis. A member of the Senior Leadership Team will oversee the system and report to the Principal on its effectiveness.
2. The Ministry of Education guidelines for stand down and suspension will be followed in all circumstances.
3. Ministry of Education returns will be prepared as required and on time.
4. The Principal acting on behalf of the Board of Trustees is responsible for ensuring that all procedures meet legal requirements.
5. All policies will be reviewed every 3 years within the cycle of the Board or as required to ensure continued compliance with legislative requirements.

**Date Adopted:** 21 September 2020

**Chairperson:**

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Waimea College Board of Trustees

## Supporting Documentation

- 6 S.D.1 Trustees' Code of Behaviour Policy
- 6 S.D.2 Co-option of Board Members' Policy
- 6 S.D.3 International Student – Group Student Policy
- 6 S.D.4 School Creative Commons Policy
- 6.S.D.5 Extra-Territoriality Policy
- 6 S.D.6 Policies – Board Cycle of Reviews
- 6 S.D.7 School Attendance Procedure
- 6 S.D.8 Procedure for International Fee Paying Students
- 6 S.D.9 Withdrawal of International Students and Attendance Requirements
- 6 S.D.10 Managing Recruitment Agencies - International
  - Staff Handbook
- 6 S.D.12 Suspension and Stand-down Procedures
  - The Privacy Act 1993
  - MOE Returns
  - Adult and Community Education Procedures