



Garin College - NAG 6

NAG 6

6.1 SCHOOL POLICY - Legal Responsibilities Policy

School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

Date:

Signed

Board Chair:

Review schedule Triennial

The following procedures will be developed for this policy:

6:1 Crisis management

6:2 Treaty of Waitangi

6:3 Privacy

6.4 International Students (Diana/John)

6.5 Student Leave

6.6 Enrolment



Crisis Management

1. The Principal is to put in place procedures and a Crisis Management Team (CMT) to handle crisis situations at the College. (The crisis management team is comprised of the College Principal and Executive Leadership team, the College Pastoral Network team and the College DRS and Chaplain. Other key staff e.g. Director of Boarding, Business Manager, Caretaker etc may be included in the team depending on the nature of the incident). The CMT will operate the college during a crisis and where needed provide support for those in need. For Crisis Management all actions will follow procedures outlined in the Crisis Management Plan ([link](#))
2. An action plan will outline the roles of the CMT and provide guidance on – relaying information to staff and students, provision of support for those affected, handling media enquiries, and minimising the adverse effects of a crisis on the college community.
3. The chair of the board is to be kept informed of all crisis situations and matters affecting the boarding school will be notified to the Chair of the SBOP.
4. CMT will decide situations where confidentiality needs to be broken, with the final decision made by Principal and/or Board Chairperson.
5. The Principal and CMT will review actions taken to handle a crisis after the event and will make a report to the Board(s).



Treaty of Waitangi

1. The College recognises the Treaty of Waitangi and will reflect New Zealand's dual cultural heritage in all aspects of the College, including policies and practices.
2. The College will provide courses in Te Reo Māori across all year levels, with Māori being compulsory at Year 9. Māori is offered at NCEA levels and Māori components are encouraged in other curriculum areas, provide for the expression of Tikānga Māori within College activities and support the development of Tikānga Māori.
3. Awareness of marae protocol and Māori cultural practices will be encouraged across the College, for both students and staff. Māori parents and whanau will be welcomed, have the opportunity of Māori Hui and included in general life of the College. A Māori cultural group is encouraged and supported. The College has the option of a Māori whanau and Māori Dean.
4. Contributing Māori communities will be consulted in Māori cultural practices and curriculum issues at the College, and Māori parents will be reported to regularly to keep them informed.
5. Budget allocations will be sensitive to the need for equitable resourcing.
6. The Board will endeavour to have Māori representation and where possible a Māori perspective.
7. The Principal will monitor and review Māori curriculum and Māori cultural development and report findings and recommendations to the Board annually.



Privacy

1. The Board will comply with the provisions of the Privacy Act 1993 in carrying out its duties and responsibilities. Individual privacy will be promoted and protected around collection and security of information, the use and disclosure of information, access of information by an individual relating to that individual held by the College.
2. Staff and student files will be kept in a secure location and information from their files is available at their request. After students and staff have left the College, their file will be kept for seven years.
3. The Principal will ensure the Board and staff adhere to the principles contained in the Privacy Act and will review this policy every three years.



International Students

1. International students must take part in the religious education and practices of the College.
2. In order to enrol at the College, international students must – demonstrate competence in English, via a test sent with the enrolment pack; preferably begin school at start of Term One and follow the NZ academic year (students admitted in Terms 3/4 will follow an alternative ESOL programme for the balance of the year); diagnostic testing will be carried out upon arrival to the College and may determine year placement.
3. Applications for enrolment must include statements that the parents - accept their son will participate in the Special Character of the College; the parent contracts to pay Attendance Dues as determined by the Proprietor and that the Proprietor has the right to recover any debt (attendance of student may be discontinued if parents defaults on payments with prior arrangement); acknowledges that personal information obtained at enrolment may be disclosed to the Catholic Schools Board Ltd or to the others at the Principal's discretion; names and photos of students and parents may be published in promotional materials, both in hardcopy and online.
4. The Principal has discretion on the number of international students attending the College but this shall not exceed 25 without consultation with the Board.
5. International students must live in the Boarding School during term time and during shorted term holidays the College will arrange homestay (cost of which is additional to College fees), and during summer holidays students are expected to return home or arrange their own home-stay.
6. International students will pay the full term or year (as appropriate) in advance before a place is confirmed at the College. Dealings for enrolment will be directly with parents (unless MoE or EWI recommends the use of an agent). At the end of each year the Principal will recommend the next year's tuition fees to the Board, and will also put in place mechanism for refunding fees when a student returns home early.

7. The Principal will provide an information pack detailing enrolment criteria, standards of behaviour, discipline policy, personal and health insurance and immigration requirements. This will be sent to parents as part of the enrolment procedure. Students must have full medical, property and accident insurance and the Principal will hold all passports.

8. A 'Dean' will be appointed to oversee the needs of international students and will act as point of contact between College, parents and/or authorised agent.

9. The College is a signatory to the 'Code of Practice for the Pastoral Care of International Students' and any breach of the Code can be referred to the 'International Education Appeal Authority' (administered by the MoE).

10. The refund policy for international students will be based on Section 4B(7) of the Education Amendment Act 1991.

11. The College will ensure that all international students are protected in the event the College is unable to continue to offer tuition or the student is required to return home, or is transferred to another institution. Students will take out insurance guaranteeing cover in the event of the failure of the institute.

12. International students withdrawing from the College must – provide written approval form agent/parents, complete a College leaving form and give two weeks' notice to Director of Boarding.

13. The College treats international students as it does domestic students and the school's policies and procedures around attendance apply, and issues of non-attendance will follow those same procedures.

14. All policies relating to international students will be reviewed on an annual basis by the Principal, as required by the MoE for signatories to the Code of Practice for the pastoral care of international students.



Student Leave

1. Normal attendance is a statutory requirement and leave from College during term is only authorised by the Principal. The College insists students attend for the full 380 statutory half days, made clear to parents when requesting leave and upon enrolment at the College.
2. All requests for student leave are to be in writing to the Principal, at least three weeks in advance of the leave. The Principal will inform parents in writing of any decision. Relevant staff will be notified of leave if it is granted. The student taking leave is responsible for organising work missed and catching up on week upon return.
3. The Principal will keep a record of all requests for leave and report to the Board if the matter needs some directive from the Board or MoE guidelines.



ENROLMENTS

As Garin College is the only Catholic Secondary College in the Top of the South Region, it is important that every eligible enrolment is captured.

Purpose:

1. To ensure that an enrolment procedure is put in place.
2. To ensure that the Special Character of the School is preserved and maintained.

Guidelines:

1. The maximum roll for the College is stated in the Integration Agreement.
2. There are clearly defined procedures to follow where there are indications that the roll will exceed the maximum.
3. A proprietor's consent form will accompany the application for enrolment form
4. The number of non-preference enrolments is stated in the Integration Agreement.
5. If non-preference applicants exceed the number of places available, acceptance of enrolment will normally be done according to the agreed priorities (sibling, current attendance at a Catholic School, children of any staff employed by the Board, affinity with the special character).
6. All applications for enrolment will be acknowledged.
7. The College will pursue an active role in promoting enrolments.
8. The College will maintain a computer record of all enrolment details.

PRIORITY IN ENROLMENT

Preference of enrolment is given to:

PREFERENCE STUDENTS

- These are students who have established a factual connection with the Catholic Church through one of the 5 preference criteria outlined on the preference certificate (see attached). Preference is decided by your parish priest. A preference certificate from the parish is required for each student with the application for enrolment when applying to enter the school.

Criterion 5.4

Transitional Situation:

Consideration is needed for existing students who have gained Preference under the old Criterion 5.4 for future Catholic schooling/education and sibling's eligibility to be deemed Preference. This is especially important for those families and students who would not be eligible under the new criteria for Criterion 5.4.

Recommendations:

1. Existing Preference students with Criterion 5.4 will be granted the same status of Preference when transferring from on Catholic school to another or to a secondary college.
2. Siblings of current Preference Criterion 5.4 students will be granted the same status of Preference.

Note: Families will need to provide a copy of the earlier Preference Certificate when seeking a new one which should be available from their current school records.

ADW Memorandum 24 March 2017

Thereafter -

NON PREFERENCE ENTRY

- Students without preference are welcome to apply. Enrolment is restricted to 10% of the maximum school roll of 670 students as per the Integration Deed of Agreement 23 October, 2001
- All applications for non-preference are to be made via the school office to receive an enrolment pack.

Priority of Non Preference will be administered in the order after interview with the Principal -

1. Any non-preference with sibling at Garin.
2. Any non-preference already in a Catholic school and supported by the principal
3. The children of any staff employed by the Board
4. Then – affinity with the special character of the school established through interview with the Principal.
5. Our capacity to maintain 10% non preference enrolment becomes restricted when we reach a roll of approximately 550 students. This ensures Garin College can maintain placement for preference students within its maximum roll.

Notes

- Participation in the general school programme that gives the school its Special Character is a condition of enrolment.

Revised July 2017

PREFERENCE CERTIFICATE – valid from 2017



**Archdiocese
OF Wellington**

**New Zealand Catholic Bishops Conference
Preference of Enrolment Certificate
for the Archdiocese of Wellington**

This is to certify that

In accordance with Private Schools' Conditional Integration Act, Section 29 (1), and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria Numbers: 5.1, 5.2, 5.3, 5.4, 5.5.

(Please refer to Criteria details on back of form)

MR/MRS/MS

Address

Is/are eligible to have preference of enrolment for their child at

..... School/College

in..... Town/City

Name of child

I/We undertake to support our child in the formation of their faith and the practices of the Catholic church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Parent(s)/Caregivers Signature..... Date.....

Under which Criterion (see reverse) is the child eligible for preference?.....

If Criterion 5.1 applies please complete:

Baptised in at on.....

If Criterion 5.4 applies please complete the section on the back of this form.

Certified by (Name): as authorized agent of the
Roman Catholic Bishop of the Diocese of

Position:
(see: Administration of the Criteria, 6.1.1-6.1.6, Agents who may sign, listed over page)

Address:

Signature..... Date.....

This form must be completed by the Parent(s)/Caregiver(s), and the Parish Priest or other designated authorities *prior* to the enrolment of a student in a Catholic Integrated School.

NEW ZEALAND CATHOLIC BISHOPS CONFERENCE

Criteria for Preference of Enrolment in Integrated Catholic Schools

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a significant familial adult in the child's life, such as a grandparent or an aunt or uncle undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

Agents of the Bishop, Who May Sign the Certificate on his Behalf

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with Parish Priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

Process of Appeal

Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools (section 8.3.1)

If a preference certificate has been refused and the parents, either directly or through the Principal, wish to appeal the matter, the application can be referred to the Proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the Parish Priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The Parish Priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

Please note that in the Archdiocese of Wellington the appointed appeal authority is the Vicar for Education, contact phone: (04) 496 1735.

If Criterion 5.4 (above) applies the parents/caregivers and significant familial adult completes the following:

Significant familial adult:

I agree to support(child's name)
formation in the faith and practices of the Catholic Church and agree to my contact details being available to the school and parish for this purpose.

Mr/Mrs/Ms:

Address:

Relationship to child:..... Email address:..... Phone No:.....

Parish.....

Signature Date:.....

Parent(s)/Caregiver(s):

I agree that my child will be supported by: in the formation of the
faith and practices of the Catholic Church. I/we further agree that my/our contact details will be shared with
the school and parish for the purpose of faith formation.

Signature: Date: