



**SCHOOL ADMINISTRATION POLICY**

This policy documents how Pukekohe East School Board of Trustees will ensure that it meets its obligations under National Administration Goal 6 to comply with all general legislation.

The Board of Trustees will meet these obligations through the development and implementation of the following:

**General School Administration Procedures** detailing general information for staff and teachers relating to day to day management and organisation of the school.

**Attendance Procedures**

- to ensure accurate daily attendance records are maintained
- to ensure processes are in place to monitor and follow up on student absence.

**Pupil Enrolment and Induction Procedures**

Procedures to ensure that **the care and welfare of animals** is of the highest priority in any activity involving the keeping of an animal or its study on a field trip.

**Copyright and Publication of Student Images and Work Procedures** to ensure the school has the required authorisation necessary to publish the student's personal image or work as required by the Privacy Act.

Signed..... Chairperson..... Date .....

Reviewed: