



Legislation and Administration Policy

The Board of Trustees complies with all general legislation requirements, and has policies and procedures in place to ensure this compliance, such as:

- attendance
 - recording and following up student absence
 - reporting on any annual targets for student attendance
- enrolment, including the enrolment of International Students, if applicable
- the privacy of all individuals associated with the school
- copyright
- maintenance and storage of records
 - appointing a records officer to ensure that the requirements of the Public Records Act 2005 are carried out
- the length of the school day and school year.

Sacred Heart College monitors its compliance with New Zealand legislation.

This policy meets the aims of National Administration Guideline 6.