



Legislative Procedures and Guidelines

1. Admissions and Withdrawal

For all children enrolled

The Office Administrator completes all enrolment details as per the database, including verification of birth date and citizenship status and enrolls the child on e-Tap.

They will then introduce the caregiver and child to the Principal and Syndicate Leader who will introduce the child to teacher and classroom.

If necessary the Office Administrator will request the record of learning from the previous school as appropriate.

If the child requires extra stationery please advise the Office Administrator of items needed and she will generate the appropriate invoice.

When a child leaves your class the Office Administrator will remove and change the child's status to 'left' on the school SMS system.

All enrolments are governed by the Te Kauwhata Primary School Enrolment Scheme.

2. Attendance and Absences

Te Kauwhata Primary School acknowledges the link between attendance and achievement and is committed to working towards improved attendance to improve and enhance achievement.

Absence and lateness will be monitored by the Principal, in consultation with the Office Administrator, Deputy Principal and Senior Teachers.

Current practice for absence:

1. Please also refer to NAG 5: Procedure for 'Absences from school'
2. When absence is unjustified, and no explanation is obtained, either through text message or phone call, or by email. This communication outlines the school's concerns and requests that parents /caregivers make contact with the school to work together to improve attendance.
3. If no contact is made, and if attendance does not improve and remain improved, the matter will be referred to the Integrated Attendance Services. Due process will then be followed in consultation with the agencies.

Current practice for lateness:

1. The office will make contact with parents/caregivers of frequently late students.
2. If no contact is made, and no improvement noted, the Principal, in consultation with the class teacher, will directly contact the parents/caregivers (by phone or home visit if necessary) to discuss the concern.

3. Cohort Entry

In 2018 the Board of Te Kauwhata Primary School opted into the cohort entry scheme after consulting with the community in 2017. The Education Act was updated in 2020 and a part of this update saw more schools opting into having a cohort entry policy.

Cohort entry is when children start school in cohorts after they have turned five. At Te Kauwhata Primary School children can start on the first day of a term or at a mid-point during the term. Cohort entry does not replace the legal requirement that a child starts school at age six. Parents, caregivers and whānau can still choose to not enrol their student before then.

Here are the cohort entry dates for 2022:

2022 mid-term dates for schools with cohort entry

TERM	START OF TERM DATE	MID TERM DATE*	END OF TERM
1	8/02/2022**	14/03/2022	14/04/2022
2	2/05/2022	7/06/2022 (Tuesday)	8/07/2022
3	25/07/2022	29/08/2022	30/09/2022
4	17/10/2022	21/11/2022	20/12/2022

While the Board recognises that this may seem unfair for students whose birthdays are days after a cohort entry policy, they also recognise their responsibility to follow the Education Act of 2020 which states that four year old children are unable to enrol in a school or kura before the age of 5. For this reason the children who turn five after the start of a term will be allowed to attend school at the next cohort entry point.

[Link to MOE Cohort Entry dates for 2023 and 2024](#)