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## Adult Student Education Policy Document NAG 6

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### BIBLICAL BASIS

*"But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light." (NIV)*

1 Peter 2:9

### 1. GENERAL POLICY STATEMENT

Totara College is a Christian School, which is State Integrated as a School of Special Character, serving the educational needs of Christian families in Dannevirke and the Tararua District.

Adult students are an integral part of Totara College.

The Board will comply with all regulations and legislation regarding the enrolment of students in an integrated school.

### 2.0 GUIDELINES

#### Conditions of enrolment

An Adult student may be non preference but must be willing to sign and uphold the Totara College Adult Student Code of Conduct and Dress Code.

The applicant will complete an Adult Student Application form which is to be brought to an interview with the Enrolment committee. The committee will then advise the Board of Trustees who will make the final decision as to whether to accept the student's application for enrolment.

### 3.0 PROCEDURES

#### 3.1 Academic Programme and Performance Accountability

- a) On the student's commencement, the Careers advisor will formulate an IEP outlining their course content, work programme and expected outcomes.
- b) Each student is expected to achieve the required amount of work as set by the Careers Advisor and agreed to by the adult student, in an IEP meeting held at the beginning of each term.
- c) At least two meetings will be held throughout the term by the Careers advisor to monitor work and check progress.
- d) A written report on adult student achievement will be given twice yearly to the Board by the Careers Advisor.

#### 3.2 Attendance and Attendance Register

- a) The adult student must attend Totara College for at least 60% of the school week, including time spent attending courses or work experience.
- b) If absent for one week without a viable reason, a meeting with the Principal will be held. After two weeks a verbal warning will be given and if the adult student's attendance does not improve within the next week, a written warning will be given. If after a further week the attendance is not rectified, the adult student's enrolment at Totara College will be terminated.

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- c) Students will sign in each time they attend and sign out each time they go from the school. The attendance book will be kept at the office. The Careers Advisor or Principal will formally record the student's attendance in the Adult Student Attendance Register.

### 3.3 Oversight and Teaching Responsibilities

The Principal will oversee and assist the adult students in conjunction with the Careers Advisor. Other teachers may assist the adult students where appropriate. The Principal will examine the termly IEP and monitor the attendance register.

### 3.4 Qualifications

An Adult student must do at least one Biblical course and other courses which will lead to 80 NCEA Level 1 credits. These must include 10 Math and 10 Literacy credits. Other courses and/or work experience opportunities will be arranged to meet the student's IEP goals. These may be through ACE, Te Kura Correspondence School, UCOL or other tertiary or workplace providers.

### 3.5 Funding

Adult Students will be funded by the ministry and will have their own budget under the Careers Advisor portfolio. Each student will be required to contribute towards their stationery and other essential items by paying \$100 per term fee. Other Totara College students are not to be disadvantaged through adult students attending.

### 3.6 Dress Code

The dress code is part of the Adult Student Code of Conduct which the student must sign prior to enrolment.

*See attachment*

### 3.7 Refreshment facilities

There is a student common room available with coffee/tea and lunch making facilities. It is expected that these facilities will be kept in a clean and tidy manner. Students are to provide their own coffee/tea/milk etc.

### 3.8 Dependent Children

For health and safety reasons, as well as for the sake of other adult students, no dependent children will be allowed to attend during the school day except in extenuating circumstances and only then with permission from the Principal.

### 3.9 Honour Roll

Adult students are not eligible to go on school Honour Roll trips.

## RATIFIED BY:

Chairperson/ \_\_\_\_\_ Date \_\_\_\_\_  
Trustee

Principal \_\_\_\_\_ Date \_\_\_\_\_

To be reviewed May 2015

Attachments: Adult Student Code of Conduct  
Adult Education Application Form

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## ADULT STUDENT CODE OF CONDUCT

### Procedures Document

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#### GENERAL POLICY STATEMENT

All Personnel shall comply with the college Adult Student Code of Conduct which covers appropriate standards of integrity and conduct befitting the Special Character of the college.

Adult Students are seen as having a significant role in the college ministry and therefore responsible for maintaining and upholding the Special Character of the college and its Charter.

#### PROCEDURES

A copy of the Adult Student Code of Conduct will be made available to all adult students of Totara College.

An opportunity to discuss the Adult Student Code of Conduct will be given during interviews with adult students and at any time deemed appropriate by either the Board or Principal.

The Adult Student Code of conduct will be reviewed from time to time in accordance with the Board's Self Review Policy and Procedures.

The terms and conditions of any Adult Student is that they accept and agree to comply with, to the best of their ability, the Adult Student Code of Conduct.

#### CODE OF CONDUCT

Adult Students should be trustworthy and maintain college confidentiality, respecting the integrity and reputation of the college board, staff, parents, students and the college community.

##### Personal Life

All Adult Students should comply with the Adult Student Code of Conduct and College Code of Conduct, thereby role modelling the Life of Christ to students, staff, parents and the wider college community.

All Students should be of good report in the church and community.

All Students should be an example and a role model of Christian character in "...speech, conduct, faith, love and purity."

#### EXEMPTIONS

In some cases it is acknowledged that not all Adult Students enrolled at the college will be able to fully comply with the Adult Student Code of Conduct.

In such cases the student will be informed of the Special Character of the college and the "minimum" standards of integrity and conduct required, namely:

That their personal lives be consistent with basic Biblical principles,

That with their speech, conduct and attitude they will uphold the Special Character of the college and the College Code of Conduct,

That no student be influenced to the contrary.



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### **DRESS CODE**

All adult students enrolled at the college should dress in such a manner as to honour and uphold the college Dress Code and to be an example to all students.

This means a more formal and modest dress code, maintaining standards of personal hygiene consistent with the high standards expected of students.

It is expected that personnel will also wear clothing appropriate to the occasion.

I accept and will abide by the above conditions

Adult student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Verified by Principal: \_\_\_\_\_

Date \_\_\_\_\_

## Adult Education Application Form

### STUDENT DETAILS

1. Legal surname: \_\_\_\_\_

2. Legal first names: \_\_\_\_\_

3. Preferred name: \_\_\_\_\_

4. Previous/maiden name: \_\_\_\_\_

5. Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Hm: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

6. Gender: \_\_\_\_\_

7. Date of Birth: \_\_\_\_\_

8. Ethnic Group: \_\_\_\_\_  
(Up to 3)

9. Iwi (if applicable): \_\_\_\_\_  
(Up to 3)

10. Languages spoken: \_\_\_\_\_

11. Do you have any allergies or health problems? *(asthma, bee stings, incontinence, diabetes etc...)*

If yes, please explain:

\_\_\_\_\_

12. Do you live with the effects of injury or long-term mental/physical illness or disability *(please state)*

\_\_\_\_\_

13. Do you wear glasses?      Yes / No      Long Sighted      Short Sighted

14. Dentist or dental clinic last attended? \_\_\_\_\_

15. Will you bring your car or travel by bus?    Yes / No      Car      Town Bus      Country Bus

16. Please bring the following to be sighted;

Immunisation Certificate:      Yes / No

NZ Birth Certificate or Passport showing residency:      Yes / No

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17. What was the name of the last secondary school you attended? \_\_\_\_\_

18. What was the last year at secondary school? \_\_\_\_\_

19. What was the highest level of achievement you had from a secondary school?

(tick only one box)

- ☐ No secondary qualification / less than 12 credits @ level 1
- ☐ 14 credits or more at any level
- ☐ School certificate (one or more subjects) / 12 or more credits @ level 1 or above
- ☐ Sixth form certificate (one or more subjects) / 12 or more credits @ level 2 or above
- ☐ University Entrance / National Certificate level 2
- ☐ A or B bursary / National Certificate level 3

20. What year did you attain your highest school qualification?

NCEA 1/ 5 <sup>th</sup> form	Yr		6 <sup>th</sup> form	Yr		NCEA 3/ 7 <sup>th</sup> form	Yr	
Subject		Grade	Subject		Grade	Subject		Grade

21. Will this be the first year you have enrolled in an educational institution since leaving school?

Do not include enrolments in Star, community or hobby classes.

Yes / No

If you answered no, please enter the institution/s you have enrolled in since leaving school:

Year	Institution	Programme / Course	Pass / Fail

22. Were there any truancy or serious discipline problems, suspensions or expulsions in the past?

Yes / No      If yes please explain:

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23. What was your main activity or occupation in N.Z. at 1 October last year? (tick only one box)

- |  |   |
|--|---|
| <input type="checkbox"/> Secondary school student          | <input type="checkbox"/> College of Education student           |
| <input type="checkbox"/> Not employed or other beneficiary | <input type="checkbox"/> House person or retired                |
| <input type="checkbox"/> Wage or salary earner             | <input type="checkbox"/> Overseas ( irrespective of occupation) |
| <input type="checkbox"/> Self employed                     | <input type="checkbox"/> Private training establishment student |
| <input type="checkbox"/> University student                | <input type="checkbox"/> Wananga student                        |
| <input type="checkbox"/> Polytechnic student               | <input type="checkbox"/> Other (please specify)                 |

24. When do you wish to start? \_\_\_\_\_

25. Do you intend to study:      Full-time                      Part-time

26. Do you have a NZQA / National Student Number \_\_\_\_\_ Yes / No

If yes please write no: \_\_\_\_\_

27. Emergency contact:

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Hm: \_\_\_\_\_ Phone Wk: \_\_\_\_\_

28. I wish to apply for:      Preference Enrolment                      Non Preference Enrolment  
(Refer Section 1 1,2 of the Prospectus).

29. Are you a member or adherent of a local church ? \_\_\_\_\_ Yes/No

If yes, which church ? \_\_\_\_\_

Name of pastor/minister: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

30. Please give a brief statement of your Christian Faith.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

31. To attest to my Christian beliefs and convictions I have included a letter of reference from:

Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

32. Privacy Act 1993.

The information provided above, will be used to establish statistical records for students of Totara College. Information will only be passed on to those with proper authority which will include: Health Officers, ERO and other educational personnel which from time to time will be deemed to be necessary. Under the Privacy Act 1993 you have the right of access to personal information about you held at the college.

33. I, the undersigned, acknowledge that the information contained in this application is accurate and correct. I give Totara College of Accelerated Learning the authority to store any information about me that is relevant to the purpose for which it is collected, in any system used by the administration of the college, and give permission for this information to be forwarded for appropriate reasons.

**APPLICANT'S SIGNATURE:**

\_\_\_\_\_ Date \_\_\_\_\_