

RS34

Annual Return of Students at Special Schools at 1 March 2009

**Roll count
date is
2 March 2009**

Location:

Street/Road:
Suburb/Locality:
Town/City/District:

Contact Details:

Telephone number:
Facsimile number:
Administration email address:
ENROL contact email address:
Confidential email (Principal):
Internet homepage address:

Classifications:

Type of school:
Authority:
Definition:
Affiliation:
Electorate:
Ministry Local Office:
Gender of school:

Boarding Facilities:

Gender and Year range:

Integrated Schools only:

Non-preference percentage:

Please check your address and contact details on this page and amend where appropriate



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

**PLEASE RETURN
THIS FORM BY
13 March 2009**

Introductory Notes

Please read the following notes carefully before completing your return

Dates:

Roll count date	Monday 2 March 2009
Due date	Friday 13 March 2009

Note: Your 1 April Operational Funding instalment will be calculated on your actual roll, as reported in this roll return, PROVIDED THAT it arrives at the Ministry by Friday 13 March. Refer to the Funding, Staffing and Allowances Handbook.

Instructions:

Before completing this roll return please read the 2009 Roll Return Guidelines – Secondary, Composite and Special Schools. This provides details to assist you in completing this return. A copy of this document is available on the Ministry of Education website www.educationcounts.govt.nz/goto/guidelines

Page references to the Roll Return Guidelines:

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Information Privacy

The data collected through the RS form is required for the management of educational programmes, resource allocation, to support policy analysis/decision-making and for national and international reporting purposes. Information relating to individual students and staff members employed by the school will be treated as confidential by the Ministry of Education and access to the information will be restricted to a small number of authorised personnel working within the Ministry. Release of this information outside the Ministry will only occur in aggregate statistical form and no information which identifies individuals will be made available to any individual, group or agency outside the Ministry.

Information collected from ENROL

International Students

International Student information will be collected directly from ENROL and in your Roll by Type of Student table.

- International student data used to calculate the International Student Levy and the Export Education Levy will be collected in trimesters. Therefore the weekly fee needs to be up-to-date in ENROL for every fee paying International student by the end of the 1st trimester as at the 30th of April (you have 5 schools days after this to get it up to date).

For more information about the collection of International students tuition fee go to page 47 of the Roll Return guidelines.

Question 1 – Student Management Systems (SMS)

1.1 Are your student records kept on an SMS?

No → Go to Question 2

Yes → Go to Question 1.2

1.2 Please tick the type of SMS used in your school:

✓	Name of SMS	Version
	e-Minerva	
	eTAP	
	IES	
	Integris	
	KAMAR	
	Kidbase	

✓	Name of SMS	Version
	MUSAC – Pupil Files	
	MUSAC – Student Manager	
	PC School	
	Phoenix	
	Schoolmaster	
	Synergetic	
	Other, please state:	

1.3 Are print-out tables from your SMS attached to this form?

Yes → Go to Question 2

No → Please explain why not

Please explain why your SMS tables are not attached

Question 2 – Roll by Type of Student

Give details of the total FTE (Full-time equivalent) of students on your school roll at 2 March 2009.

- Schools with an SMS please append **Table M3**
- The **FTE of part-time Regular and part-time Adult students** is to be calculated by summing the FTEs of students with the SAME Funding Year Level and Gender, and rounding each of these sums to the nearest whole number (Refer to section on Full-time Equivalent in the *2009 Guidelines*, page 25).

Type of Student Funding Year Level		Students Eligible for Ministry Operational Funding								Other Students											
		1		2		3		4		5		6		7		8		9			
		Number of Full-time Regular Students		FTE of Part-Time Regular Students		Number of Full-time Adult Students		FTE of Part-time Adult Students		Eligible for MoE Operational Funding (Add across columns 1 to 4)		Alternative Education Students		FTE of NZAID-funded Students		FTE of International fee-paying Students		Total FTE of Students (Add across columns 5 to 8)			
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
Y1																					
Y2																					
Y3																					
Y4					Do not enter figures in shaded areas																
Y5																					
Y6																					
Y7																					
Y8																					
Y9																					
Y10																					
Y11																					
Y12																					
Y13																					
Y14																					
Y15																					
TOTAL ROLL																					

Question 3 - Māori Medium Education

Does your school provide Māori-medium Education or teach Te Reo or Taha Māori at 2 March 2009?

No → Go to Question 4

Yes → Record students at their **HIGHEST Level of Māori Language Learning**

- Schools with an SMS, please append **Table M4**
- Students must be counted ONCE only, at their HIGHEST level
- Remember to also complete the 2nd row of each level - even if all the students in that level are Māori
- Exclude: - students learning through the Correspondence School

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language		Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)	Level 1 (81-100%)	Curriculum taught in Māori for more than 20 and up to 25 hours per week	Total number of students (Māori and Non-Māori)																	
		Number of Māori students (included above)																		
	Level 2 (51-80%)	Curriculum taught in Māori for more than 12.5 and up to 20 hours per week	Total number of students (Māori and Non-Māori)																	
		Number of Māori students (included above)																		
	Level 3 (31-50%)	Curriculum taught in Māori for more than 7.5 and up to 12.5 hours per week	Total number of students (Māori and Non-Māori)																	
		Number of Māori students (included above)																		
	Level 4(a) (12-30%)	Curriculum taught in Māori for more than 3 and up to 7.5 hours per week	Total number of students (Māori and Non-Māori)																	
		Number of Māori students (included above)																		
Te Reo Māori: Students learn Te Reo Māori as a separate subject	Level 4(b)	Students learning Te Reo Māori for at least 3 hours per week	Total number of students (Māori and Non-Māori)																	
		Number of Māori students (included above)																		
	Level 5	Students learning Te Reo Māori for less than 3 hours per week	Total number of students (Māori and Non-Māori)																	
		Number of Māori students (included above)																		
Taha Māori: Students learn Māori songs, greetings and simple words	Level 6	Other students (not already counted above) who are learning Taha Māori only	Total number of students (Māori and Non-Māori)																	
		Number of Māori students (included above)																		

Question 4 - School Leavers 2008

In 2009 we will be gathering information on School Leavers using ENROL. This means that you do not need to attach tables SL1 and SL2 from your SMS to your completed return. Please answer question 4.1.

Please refer to the *2009 Roll Return Guidelines*: page 36 (Secondary Qualifications)

4.1 Do you Offer Non-NQF qualifications (e.g. Cambridge International Examination, International Baccalaureate, Accelerated Christian Education)?

Yes → Continue to Question 4.2

No → Go to Question 5

4.2 Which Non-NQF qualifications do you offer?

Which Non-NQF Qualification do you offer:	Please tick
International Baccalaureate	
Cambridge International Exams	
Accelerated Christian Education	
Other overseas award	

As part of our reporting we need to collect the achievement of NZ students. This included Non-NQF achievement. You will be contacted shortly about the collection of your Non-NQF school leavers data.

Note: Update your SMS with students Non-NQF attainment before sending your student data file to the Ministry.

Question 5 – Vacancies for Full-time Permanent Teachers

5.1 At 2 March 2009 do you have any vacancies for FULL-TIME PERMANENT teachers that:

- have been advertised on or before 2 March 2009
- AND**
- for which no permanent appointment has been made?

No ➔ Go to Question 6

Yes ➔ Go to Question 5.2

5.2 Number of vacancies (that fit the above criteria) for FULL-TIME PERMANENT teachers at 2 March 2009

5.3 How many of these vacancies (in 5.2 above) are you ACTIVELY SEEKING TO FILL at 2 March 2009?

5.4 Give details below of the vacancies for FULL-TIME PERMANENT teachers counted in 5.3 above.

Type of Position <small>(Use codes below)</small>	List the two main subject areas of the position	Quantity of time in FTE	Date position first advertised	Has the position been re-advertised because no suitable appointment could be made?	How is the position currently being covered? <small>(use codes below)</small>	Is the position being covered by a trained teacher?	Reason for vacancy <small>(use codes below)</small>
e.g. BAS	MATH	0.4	18/12/2008	YES / NO	LTA	YES / NO	RET
	SCIE	0.6					
				YES / NO		YES / NO	
				YES / NO		YES / NO	
				YES / NO		YES / NO	

Type of Position

BAS Basic scale teacher
 MGM * Management position
 PRN Principal
 THE Therapist

* Management component must be 0.3 or greater to count as a Management position (MGM)

Subject Area Codes

GENR Primary level vacancy
 MGMT Management component of senior positions
 GUID Guidance Counsellor
 PIBL Pacific Island Bilingual position
 SPPR Special Education Programme

For other subject codes see p.57 of the 2009 Guidelines

How Position is Covered

CMB Incumbent
 COR Correspondence
 DRE Day-to-day relief
 ESS Emergency Staffing Scheme
 INT Internal arrangement
 LTA Limited term appointment for up to one year
 NAP Not applicable (new position)

Reason for Vacancy

DCD Deceased
 DIS Dismissed
 LFT Left teaching (in schools)
 MOV Moved to another school
 NEW New position
 PER Personal reasons
 PRO Internal promotion
 RET Retired
 ROG Roll growth

Question 6 - Limited Term Appointments and Day-to-Day Relieving

Indicate with a tick on the scale below, the average degree of difficulty you have had in filling LIMITED TERM APPOINTMENTS and finding teachers for day-to-day relieving, so far this term.

	Not applicable	No difficulty	Difficult on occasions	Difficult	Unable to obtain
Limited term full-time					
Limited term part-time					
Casual relieving (day-to-day)					

Section 7 – Insert C – Board of Trustees Membership

The information on your Insert C is for State and State Integrated Schools only and is taken from the Ministry's database.

Please amend Insert C to accurately reflect the composition of your Board of Trustees at 1 March 2009:

- Cross off the names of all those who are no longer members of the board
- Check carefully all details of each remaining listed member and correct if necessary
- Add names and all other relevant details of any newly elected, appointed, or co-opted board members
- Include names and details of the principal, staff and student representatives
- Remember to answer the questions on Insert C about combined Boards of Trustees and the number of Parent Representatives.

Section 8 - Staffing Confirmation

State and State Integrated schools will receive confirmation of their staffing entitlement as soon as possible after this return is processed.

For further information about staffing, please refer to Chapter Two of the *Funding, Staffing and Allowances Handbook*, which is available on the Ministry of Education's website at www.minedu.govt.nz/goto/resourcinghandbook.

For queries regarding staffing entitlement please contact the Resourcing Helpline on (04) 463 8383.

Section 9 – Sign-off by Principal

TO BE COMPLETED BY THE PRINCIPAL:

I certify that I have checked the information contained in this return and that, to the best of my knowledge, it is true and correct in every particular and I have kept:

- (a) a listing of all students in Years 11, 12 and 13 showing details of the courses they are following;
- (b) a listing of all Māori students counted in a Te Reo or Immersion class, showing the level at which they are being claimed;
- (c) an alphabetical listing of all students attending the school at the roll count date showing the class (form, whānau) groups to which they have been allocated;

In addition, schools who prepare their return by computer, and/or use a computerised attendance register must also keep:

- (d) a set of class lists at the roll count date, signed by the individual teachers.

Print Name

Signature

Date

Section 10 – Sign-off by Board of Trustees Chairperson

The board chair no longer needs to sign off a roll return before it is returned to the ministry. The roll return including the roll count report needs to be tabled and noted in the minutes at the next board meeting after the roll count is completed and sent to the ministry.

Note: Wrongful claims for Public Monies can be an offence under the Crimes Act 1961, and the Public Finance Acts 1977 and 1989.

Section 11 – IMPORTANT REMINDER

- Please do **NOT SEND ANY LISTS** with student names on them to the Data Collection Unit. This includes Audit lists, Māori Language Resourcing lists, class lists or any other lists.
- The lists referred to in Section 8 above are to be **kept at the school**, for your own records. These must be available when roll auditors come to your school.
- Any lists that are sent to us will **not** be returned. They will be destroyed.

Section 12 – Checklist

March Return Checklist	✓
Your school's contact details on the front page of this form have been checked and amended where necessary.	
Every question on the RS form is complete, including those that are not covered by SMS tables.	
SMS tables, where applicable, have been checked by the Principal and are attached.	
Details in Question 13 (overleaf) have been completed.	
One copy of the RS form with copies of SMS tables and audit lists are filed for school records.	
The principal has checked and signed both forms.	
You are now ready to post in this form	
Upload your electronic student data file to the Ministry	

13 Who should we contact at your school if we need to confirm any details on this return?

Name

Designation

Direct email address

Direct telephone or school extension number

14 The following must be retained at school for audit purposes:

- One copy of the completed RS34 return (identical to the one you send to the Ministry)
- All required student lists as detailed in section 9
- SMS tables (where applicable)

Circular 2007/17 outlines all the working papers that schools are required to retain.

15 The following must be returned to the Ministry no later than Friday 13 March 2009:

- One copy of the completed RS34 return
- SMS tables (where applicable)

DO NOT include your students lists. Keep these at your school.

Please use the reply paid envelope to send your return to:

*Free Post Authority Number 159045
Data Collection Unit
PO Box 1666
Wellington 6011*

**If you have any problems completing this return please contact
Andrea Jones, Ministry of Education, National Office, Wellington**

Telephone: (04) 463 8070, fax (04) 463 8088 or

Email: school.returns@minedu.govt.nz

MINISTRY USE ONLY

	Date	Initials
Form rec		
Roll count rec		
MML rec		
DE		

	Date	Initials
Checked		
1-to-1 checks		
Signatures checked		
Completed		