

# RS35

## Annual Return of Students at Intermediate 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 – Primary and Intermediate 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](http://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.

# Changes to the Roll Return collection

Some of the Roll Return information is now being collected directly from ENROL and your student data file if you have an SMS. Listed below are the changes to the roll return form.

## Tables to Print

| Table name             | SMS table | Print table?               |
|------------------------|-----------|----------------------------|
| International Students | M2        | No                         |
| Roll Count             | M3        | No – print the ENROL table |
| Maori Medium           | M4        | Yes                        |
| Previous school        | M5        | No                         |
| Zoning Status          | M6        | No                         |

## Information collected from ENROL

### International Students

International Student information will be collected directly from ENROL.

- All students including International students must be recorded in ENROL as at the 2<sup>nd</sup> of March
- All fee paying International students need to have their weekly fee listed in ENROL
- All Exchange students need to have their exchange scheme listed in ENROL
- 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 1<sup>st</sup> trimester as at the 30<sup>th</sup> 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.

### Previous School

We are able to collect the previous school information for each student directly from ENROL.

## Information collected from your student data file

### Zoning Status

We are able to collect the School zone information for each student directly from your student data file.

## Sending your student data file to the Ministry

If you use a student management system (SMS) and have the latest version you will be able to send your student data file directly to the ministry. This functionality is called eReturns and will only become available after you have completed the roll return process in your SMS.

If this functionality is not available in your SMS you can upload your student data file through the Ministry's secure portal in the e-admin section of [www.leadspace.govt.nz](http://www.leadspace.govt.nz). If you need a login and password contact the e-Admin Contact centre on 04 463 8383 or at [e.admin@minedu.govt.nz](mailto:e.admin@minedu.govt.nz).

## 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** If you offer Maori Medium Education is your SMS table M4 attached to this form?

Yes  → Go to Question 2  
No  → Please explain why not

Please explain why your SMS table M4 is not attached

## Question 2 – Enrolment totals of Student Count (from ENROL)


### 2.1 Give the details of the total number of students on your school roll in ENROL at 2 March 2009.


Print the report from ENROL called 'Enrolment totals of Student Count' for your roll count.

**Note:** You do not need to print the SMS table M3: School Roll by Type of Student & Funding Year Level or complete by hand if you don't have an SMS.

| To run your ENROL report:  | ✓ | To Print your ENROL report:   | ✓ |
|--|---|---|---|
| Log into ENROL   |   | Make sure the spreadsheet is readable and will print in 1 landscape page  |   |
| Click on the reports tab   |   | Change your page set up to landscape  |   |
| Select the report 'Enrolment totals of student count'  |   | Print the report  |   |
| In 'date of the snapshot' select 02/03/2009  |   | Get the principal to sign the report  |   |
| Click confirm and open the spreadsheet   |   | Attach the report to this roll return form  |   |
| <b>Note:</b> Print the ENROL report 'detailed information of student roll count' to check individual student details |   | <b>Note:</b> All students enrolled at your school as at the 2nd of March need to be recorded in ENROL at the time the roll count report is printed. |   |

### 2.2 Is the ENROL report 'Enrolment totals of Student Count' attached to this form?

Yes   **Go to Question 3**

No   **Please explain why not**

Please explain why your ENROL report is not attached

## 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 2<sup>nd</sup> 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      | Y7   | Y8 | Total |  |
|--|-------------------------------|--|--|----|-------|--|
| <b>Māori-Medium Education:</b><br>Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion) | <b>Level 1</b><br>(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)      |    |       |  |
|  | <b>Level 2</b><br>(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)      |    |       |  |
|  | <b>Level 3</b><br>(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)      |    |       |  |
|  | <b>Level 4(a)</b><br>(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)      |    |       |  |
| <b>Te Reo Māori:</b><br>Students learn Te Reo Māori as a separate subject  | <b>Level 4(b)</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)      |    |       |  |
|  | <b>Level 5</b>                | 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)      |    |       |  |
| <b>Taha Māori:</b><br>Students learn Māori songs, greetings and simple words   | <b>Level 6</b>                | Other students (not already counted above) who are learning <b>Taha Māori only</b> | Total number of students (Māori and Non-Māori) |    |       |  |
|  |                               |  | Number of Māori students (included above)      |    |       |  |

## Question 4 – Teaching Staff in Private Schools

Is your school a private school?

No  → Go to Question 5  
Yes  → Give details below

**Private Schools** please give details below of all teaching staff, then go to Section 11.

Do not include teacher's aides, clerical, or cleaning staff.

How many FULL-TIME teaching staff do you have at 2 March 2009?

| Male                 | Female               |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

How many PART-TIME teaching staff do you have at 2 March 2009?

| Male                 | Female               |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

For how many **hours** are your PART-TIME teaching staff employed during the week 2 March to 6 March 2009?

| Male                 | Female               |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

## Question 5 – Peak Rolls

**5.1** Is your school a State or State Integrated School?

No  → Go to Section 11

Yes  → Give details below

**5.2** Your school's peak roll numbers for regular students in 2008 has been calculated using data from ENROL.

**5.3** Give details of your school's estimated peak roll numbers for 2009, 2010 and 2011.

**Exclude:** International fee-paying and NZAID-funded students.

Estimated 2009 peak roll

Estimated 2010 peak roll

Estimated 2011 peak roll

## Question 6 – Off-site Class / Unit / Activity Centre

Does your Board of Trustees operate - or have oversight of - an off-site class, unit or activity centre, or enrol students who are taught at another school?

No  → Go to Question 7  
 Yes  → Give details below

Please list separately each situation where students enrolled at your school are taught off-site.

Note: Do **not** include situations where students from other schools come to your school for Technology tuition or vice versa.

| Type of Class/Unit/Activity Centre | Name of Class/Unit/Activity Centre | Number of students |        |       |
|------------------------------------|------------------------------------|--------------------|--------|-------|
|                                    |                                    | Male               | Female | Total |
|                                    |                                    |                    |        |       |
|                                    |                                    |                    |        |       |
|                                    |                                    |                    |        |       |
|                                    |                                    |                    |        |       |
|                                    |                                    |                    |        |       |
|                                    |                                    |                    |        |       |

## Question 7 – Vacancies for Full-time Permanent Teachers

**7.1** 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 11

Yes  ➔ Go to Question 7.2

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

**7.3** How many of these vacancies (in 7.2 above) are you ACTIVELY SEEKING TO FILL at 2 March 2009?

**7.4** Give details below of the vacancies for FULL-TIME PERMANENT teachers counted in 7.3 above.

| Type of position<br>(Use codes below) | List the main subject area of the position<br>(Use codes below) | Date position first advertised | Has the position been re-advertised because no suitable appointment could be made? | How is the position currently being covered?<br>(Use codes below) | Is the position being covered by a trained teacher? | Reason for vacancy<br>(Use codes below) |
|---------------------------------------|---|--------------------------------|--|---|---|---|
| e.g. BAS                              | GENR  | 18/12/2008                     | YES / NO   | LTA   | YES / NO  | RET                                     |
|                                       |   |                                | 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 General  
MAOR Māori bilingual / immersion  
MGMT Management (for principals)  
PIBL Pacific Island Bilingual position  
SPPR Special Education Programme  
TECN Technology (Home economics, Manual training)

### 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 only)

### 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 8 - 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 9 – 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 10 - 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](http://www.minedu.govt.nz/goto/resourcinghandbook).

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

## **Section 11 – 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 Māori students counted in a Te Reo or Immersion class, showing the level at which they are being claimed;
- (b) 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:*

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

Print Name

Signature

Date

## **Section 12 – 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 13 – 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 11 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 14 – Checklist

| March Return Checklist   | ✓ |
|--|---|
| Your school's <b>contact details</b> on the front page of this form have been checked and amended where necessary.         |   |
| <b>Every</b> question on the RS form is complete, <b>including</b> those that are not covered by SMS tables.               |   |
| Computer-generated tables, where applicable, have been <b>checked</b> by the Principal and are attached.                   |   |
| The ENROL 'Enrolment totals of student count' report is attached (the 1 page table not the list of students)               |   |
| Details in Question 15 (overleaf) have been completed.   |   |
| One copy of the RS form, and copies of the computer-generated-tables and audit lists are <b>filed for school records</b> . |   |
| The principal has <b>checked</b> and <b>signed</b> both forms.   |   |
| You are now ready to post in this form   |   |
| Upload your electronic student data file to the Ministry   |   |

**15 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

**16 The following must be retained at school for audit purposes:**

- One copy of the completed RS35 return (identical to the one you send to the Ministry)
- All required student lists as detailed in section 11
- SMS tables (where applicable)

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

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

- One copy of the completed RS35 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](mailto: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          |      |          |