

# RS40

## Annual Return of Students at Secondary 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](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	Yes
Maori Medium	M4	Yes
Previous school	M5	No
Zoning Status	M6	No
School Leavers	SL 1 & 2	No

## Information collected from ENROL

### International Students

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

- 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** 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 M3 and M4 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, p27)
- An **Alternative Education** student is to be counted on the roll of **one school only**, either the managing school or another school in the consortium.

		Students Eligible for Ministry Operational Funding								Other Students										
		1		2		3		4		5		6		7		8		9		
Type of Student	Funding Year Level	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
	Y7					Do not enter figures in shaded areas														
	Y8																			
	Y9																			
	Y10																			
	Y11																			
	Y12																			
	Y13																			
	Y14																			
	Y15																			
	<b>TOTAL ROLL</b>																			

## 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  
- students in Alternative Education programmes.

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language		Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
<b>Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)</b>	<b>Level 1</b> (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> (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> (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> (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: Students learn Te Reo Māori as a separate subject</b>	<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: Students learn Māori songs, greetings and simple words</b>	<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 - 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 – Teaching Staff in Private Schools

Is your school a private school?

No  → Go to Question 6  
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 2007?

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

## 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.

**Exclude:**

- Alternative Education Programmes operated under a contract with the Ministry of Education
- Official Kura Teina or Teen Parent Units for which a supplementary form has been provided to the host school
- Situations where enrolled students are taught at another school for only part of the time  
 - e.g. for tuition in specialist subjects such as Physics or French

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 1 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 Section 8

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 <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 SCIE	0.4 0.6	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 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.53 of the 2009 Guidelines or the Ministry of Education's website:  
[www.minedu.govt.nz/goto/schoolrollreturns](http://www.minedu.govt.nz/goto/schoolrollreturns)

### 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 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 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 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.	
SMS tables, where applicable, have been <b>checked</b> by the Principal and are attached.	
Details in Question 15 (overleaf) have been completed.	
One copy of the RS form with copies of SMS 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 RS40 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 RS40 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  
Dom Gibbs, Ministry of Education, National Office, Wellington  
Telephone: (04) 463 8148, 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		