

# RS31

## Annual Return of Students at Primary Schools at 1 July 2009

**Roll count  
date is  
1 July 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  
10 July 2009**

# Introductory notes

Please read the following notes carefully before completing your return

## Dates:

Roll count date	Wednesday 1 July 2009
Due date	Friday 10 July 2009

## Instructions:

Before completing this roll return please read the 2009 Roll Return Guidelines – Primary and Intermediate Schools. The guidelines are available online [www.educationcounts.govt.nz/goto/guidelines](http://www.educationcounts.govt.nz/goto/guidelines). This provides details to assist you in completing this return.

## Find help in the guidelines for:

	Page
Student type definitions (Question 2).....	33
Counting students (Question 2 - 8).....	13
Funding Year Level (Question 2 - 8).....	38
Ethnicity (Questions 4 – 7).....	23
Māori Language Learning (Question 6).....	27
Pacific-Medium (Question 7).....	30
Predicted rolls (Question 9).....	31
Teacher Losses (Insert E).....	36

## Consistency between tables

- **Questions 2 - 5:** These questions must all have the same gender and overall totals matching each of the other tables.
- **Question 6 – Māori Language Learning:** The total number of students at each Funding Year Level across all learning levels cannot be greater than the total number of students in each Funding Year Level in Question 2. The number of Māori students in any cell (box) cannot be greater than 'total number of students' in the cell above.
- **Question 8 – Language tuition:** For each language, the total number of Year 1-6 students must not exceed the total number of Year 1-6 students in Question 2. The total number of Year 7-8 students must not exceed the total number of Year 7-8 students in Question 2.
- **Question 9 – Predicted rolls:** The total number of students predicted for Māori Language Learning (Questions 9.4) must not exceed the total number of students predicted in Question 9.1.

## Information Privacy

The data collected through the RS form and Insert E 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 from your SMS

Once you have run the roll returns process in your SMS to validate the data and clear any errors you will be able to print the roll return tables.

Table name	SMS table	Print table?
International Students	J2	No
School roll by; type, funding year, age and ethnicity	J3 – J6	Yes
Maori Language Learning	J7	Yes
Participation in ECE	J8	No
Pacific Medium Education (if offered)	J9	Yes

## Information collected from ENROL

### International Students

International Student information will be collected directly from ENROL.

- All International students must be recorded in ENROL
- 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 2<sup>nd</sup> trimester as at the 31<sup>st</sup> August (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 37 of the Roll Return guidelines.

### Early Childhood Education (ECE) attended by Year One students

ECE information will be collected directly from ENROL.

## Sending your student data file to the Ministry

### eReturns

If you use a Student Management System (SMS) and have the latest version you should be able to send your student data file (.moe 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, after sending your file using eReturns, you do not receive confirmation from the SMS please contact your SMS Vendor.

### Student Data Upload Portal

If the eReturns functionality is not available in your SMS you can upload your student data file (.moe file) through the Ministry's secure portal in the e-admin section of [www.educationalleaders.govt.nz](http://www.educationalleaders.govt.nz) (bottom right hand side of page). If you need a login, password or the application added contact the e-Admin Contact centre on 04 463 8383 or at [e.admin@minedu.govt.nz](mailto:e.admin@minedu.govt.nz). For instructions on using the student data upload portal check out [www.educationcounts.govt.nz/goto/guidelines](http://www.educationcounts.govt.nz/goto/guidelines) in the section *School Roll Return Guidelines*. Then under *Using the Web Portal - Submitting your Student Data File Electronically*.

You will need to locate the moe file on your school's computer. The .moe file is simply your MOE school number (i.e: 1234)J09.moe e.g: 1234J09.moe. To find the file on your computer run a search in windows, remembering to search in "My Computer".

## Question 1 – Student Management System (SMS)

**1.1** Are your student records kept on SMS?

No  → Go to Question 2

Yes  → Go to Question 1.2

**1.2** Please tick the type of SMS used in your school, and state the version:

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

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

**1.3** Are the 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 and Funding Year Level

Give details of the total numbers of students on your school roll at 1 July 2009.

- Schools with an SMS please attach **Table J3**.

		1		2		3		
		Number of Regular Students		Number of International Fee-paying Students		TOTAL		
Funding Year Level	Type of Student	Male	Female	Male	Female	Male	Female	Total
Y1								
Y2								
Y3								
Y4								
Y5								
Y6								
Y7								
Y8								
<b>TOTAL</b>								

### Question 3 – Roll by Funding Year Level and Age

Give details of the total number of students on your school roll at 1 July 2009 by Funding Year Level and Age. Age must be as at 1 July 2009.

- Schools with an SMS please attach Table J4.

Age as at 1 July Funding Year Level	5		6		7		8		9		10		11		12		13		14+		TOTAL			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	
Year 1																								
Year 2															Do not enter figures in shaded areas									
Year 3																								
Year 4																								
Year 5																								
Year 6			Do not enter figures in shaded areas																					
Year 7																								
Year 8																								
TOTAL																								

## Question 4 – Roll by Ethnic Group and Age

Give details of the total number of students on your school roll at 1 July 2009 by Ethnic Group and Age. Age must be as at 1 July 2009.

- Schools with an SMS please attach **Table J5**.

DOMESTIC STUDENTS	Age as at 1 July		5		6		7		8		9		10		11		12		13		14+		TOTAL		
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
	Ethnic Group																								
NZ European/Pākehā																									
Other European																									
NZ Māori																									
Samoaan																									
Cook Island Māori																									
Tongan																									
Niuean																									
Fijian																									
Tokelauan																									
Other Pasifika																									
South East Asian																									
Indian																									
Chinese																									
Other Asian (e.g. Japanese, Korean)																									
Other (e.g. South American, African)																									
International Fee paying																									
<b>TOTAL</b>																									

## Question 5 – Roll by Ethnic Group and Funding Year Level

Give details of the total number of students on your school roll at 1 July 2009 by Ethnic Group and Funding Year Level.

- Schools with an SMS please attach **Table J6**.

Funding Year Level Ethnic Group		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		TOTAL			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	
<b>DOMESTIC STUDENTS</b>	NZ European/Pākehā																				
	Other European																				
	NZ Māori																				
	Samoan																				
	Cook Island Māori																				
	Tongan																				
	Niuean																				
	Fijian																				
	Tokelauan																				
	Other Pasifika																				
	South East Asian																				
	Indian																				
	Chinese																				
	Other Asian (e.g. Japanese, Korean)																				
	Other (e.g. South American, African)																				
International Fee paying																					
<b>TOTAL</b>																					

## Question 6 – Highest Level of Māori Language Learning

**Does your school provide Māori-medium Education or teach Te Reo or Taha Māori at 1 July 2009?**

No  → Go to Question 7

Yes  → Record students at their HIGHEST level of Māori Language Learning

- Schools with an SMS please attach **Table J7**
- 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	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	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>	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)									
<b>Te Reo Māori: Students learn Te Reo Māori as a separate subject</b>	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)									
<b>Taha Māori: Students learn Māori songs, greetings and simple words</b>	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 7 – Pacific Medium Education

**7.1** Does your school provide immersion or bilingual education in a Pacific language for more than 3 hours per week?

i.e. where some or all curriculum subjects are taught in a Pacific language

No  → Go to Question 8

Yes  → Go to Question 7.2, below

**7.2** Pacific language of instruction

**7.3** Record below the number of students being taught in the Pacific language shown in 7.2 above

- Schools with an SMS please attach Table J9 for each language you offer

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in a Pacific Language	Numbers of students	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Total	
<b>Pacific Medium Education: Students are taught curriculum subjects (other than a Pacific language) in: a Pacific language only (immersion) or: in both a Pacific language and English (bilingual)</b>	Level 1 (81-100%)	Curriculum taught in a Pacific Language for more than 20 and up to 25 hours per week	Total number of students (Pacific and Non-Pacific)										
			Number of Pacific students (included above)										
	Level 2 (51-80%)	Curriculum taught in a Pacific Language for more than 12.5 and up to 20 hours per week	Total number of students (Pacific and Non-Pacific)										
			Number of Pacific students (included above)										
	Level 3 (31-50%)	Curriculum taught in a Pacific Language for more than 7.5 and up to 12.5 hours per week	Total number of students (Pacific and Non-Pacific)										
			Number of Pacific students (included above)										
	Level 4 (12-30%)	Curriculum taught in a Pacific Language for more than 3 and up to 7.5 hours per week	Total number of students (Pacific and Non-Pacific)										
			Number of Pacific students (included above)										

## Question 8 – Language learning

8.1

Does your school provide language learning other than English or Te Reo Māori for students enrolled at your school?

No  ➔ Go to Question 9  
 Yes  ➔ Go to Question 8.2, below

8.2

Record below the number of students who have received or will receive other language tuition this academic year.

- If a language is taught on a rotational basis (e.g. term by term) please estimate the total number of students in each category who will receive language instruction during the 2009 school year
- For the Pacific languages marked below with a star (e.g. Samoan\*), exclude students who have already been counted in Question 7.6
- Please provide numbers, do not tick

Language offered	Number of students in Funding Year 1 to Year 6			Number of students in Funding Year 7 and Year 8		
	Less than 15 hours per year	15 – 30 hours per year	More than 30 hours per year	Less than 15 hours per year	15 – 30 hours per year	More than 30 hours per year
Samoan *						
Cook Island Māori *						
Tongan *						
Niuean *						
Fijian *						
Tokelauan *						
Other Pacific Languages						
French						
German						
Japanese						
Spanish						
Russian						
Chinese Languages						
Indonesian						
Other languages (please specify) _____						

## Question 9 – Predicted rolls

### 9.1 What is your predicted 1 March 2010 regular student roll?

Exclude International Fee-paying students.

Funding Year Level	Predicted regular Student Roll
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	
Year 7	
Year 8	
TOTAL	

### 9.2 What are your estimated 1 March 2011 and 1 March 2012 rolls?

Exclude International Fee-paying students.

Year	Estimated Student Roll for 1 March
2011	
2012	

### 9.3 What are your estimated New Entrant enrolments from 1 March 2010 to 10 October 2010?

Exclude international fee-paying students.

Year	Estimated New Entrant enrolments from 1 March 2010 to 10 October 2010
New Entrants	

## Question 9 – Predicted rolls – Māori Language Learning

### 9.4 Levels 1 to 4

As at **1 March 2010**, will you have any students being taught Māori-medium Education or teach Te Reo as a separate subject?

No  ➔ Go to Question 9.5

Yes  ➔ Give details below

- Please count each student ONCE only, at their HIGHEST level of Māori Language learning.
- Exclude Alternative Education students.

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Total
<b>Māori-Medium Education:</b> Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)	<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)								
	<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)								
	<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)								
	<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)								
<b>Te Reo Māori:</b> 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)								

**NOTE:** Predictions are not required for:

Level 5: Students who will be learning Te Reo Māori as a separate subject for less than 3 hours per week

Level 6: Taha Māori

**9.5** If your Māori Language predictions for next year in Questions 9.4 differ considerably from your actual figures for this year in Question 6 (Table J7), please comment / give reasons for the variation.

**Question 10 and Sections 11 and 12 apply to State and State Integrated Schools only.  
Private schools go to Section 13.**

**Question 10 – 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 Section 13**

**Yes**  ➔ **Give details below**

**Exclude:**

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

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

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

## **Section 11 – 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 July 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
- We are now collecting the BOT chair's email address so please add it if available.

## **Section 12 – Insert E – Loss of Permanently Appointed Teachers between May 2008 and May 2009**

- This insert lists any permanently appointed teachers who were on your staff at pay period 04 in May 2008, and who have subsequently **left the state teaching service** before pay period 04 in May 2009, or were **on leave without pay** at pay period 04 in May 2009.
- Please add appropriate codes to indicate reasons for teachers leaving. Codes are listed at the bottom of the Insert.
- There is no need to add any other teachers who have left your school as it is likely they will still be in the State Teaching Service, albeit at another school.
- Return the completed Insert E with your roll return.

## **Section 13 – 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 14 – 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. Please table the roll return and note it in the minutes at the first BOT meeting following submission of the Roll Return 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 15 – IMPORTANT REMINDER

- Please **DO NOT SEND ANY LISTS** with student names on them to Data Management. This includes Audit lists, Māori Language Resourcing lists, Class lists, Attendance registers or any other lists.
- The lists referred to in Section 13 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 16 – Checklist

This list is provided to help you check that you have completed all requirements for this Roll Return.

July 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 17 (overleaf) have been completed.	
The principal has <b>checked</b> and <b>signed</b> the form.	
One copy of the RS form with copies of SMS tables and audit lists are <b>filed for school records</b> .	
You are now ready to post in this form.	
Upload your electronic student data file to the Ministry (use the instructions on page 3 of this form)	

**17 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

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

- One photocopy of the signed and completed RS31 return
- All required student lists as detailed in section 13
- SMS generated tables (where applicable)

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

**19 The following must be returned to the Ministry no later than Friday 10 July 2009:**

- One copy of the completed RS31 return
- SMS generated tables (where applicable)
- Insert E - Loss of permanently appointed teachers
- Insert C – Board of Trustees Membership

**Do NOT include ANY student 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 6140*

**We appreciate your co-operation and assistance in completing this form – thank you.**

**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
Received		
Data Entry		
Checked		

	Date	Initials
1-to-1 checks		
Signatures checked		
Completed		