

RS32

Annual Return of Students at Special 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 – Secondary, Composite and Special Schools. The guidelines are available online www.educationcounts.govt.nz/goto/guidelines. This provides details to assist you in completing this return.

Find help in the guidelines for:

	Page
Student types (Question 2)	39
Counting students (Question 2 - 8)	15
Funding Year Level (Question 2 - 8)	48
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Māori Language Learning (Question 6)	30
Predicted rolls (Question 10)	34
Teacher Losses (Insert E)	42

Consistency between tables

- **Questions 3 - 6:** These questions must all have the same gender and overall totals matching each of the other tables.
- **Question 7 – 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 Questions 3, 4 and 6.
- **Question 12 – Predicted rolls:** The total number of students predicted for Māori Language Learning (Question 12.4) must not exceed the total number of students predicted in Question 12.1.

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
Secondary Subjects	J10	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 2nd trimester as at the 31st 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 47 of the Roll Return guidelines.

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 (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. For instructions on using the student data upload portal check out 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**.
- 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.

Type of Student Funding Year Level		Students Eligible for Ministry Operational Funding																
		1		2		3		4		5		6		7		8		
		Number of Full-time Regular Students		Number of Part-Time Regular Students		Number of Full-time Adult Students		Number of Part-time Adult Students		Eligible for MoE Operational Funding (Add across columns 1 to 4)		Number of Alternative Education Students		Number of International Fee-paying Students		Total Number of Students (Add across columns 5 to 7)		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Y1																		
Y2																		
Y3																		
Y4																		
Y5																		
Y6																		
Y7																		
Y8																		
Y9																		
Y10																		
Y11																		
Y12																		
Y13																		
Y14																		
Y15																		
TOTAL ROLL																		

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.

Table continues next page ...

Age as at 1 July Funding Year Level	5		6		7		8		9		10		11		12		13		14	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Year 1																				
Year 2																				
Year 3																				
Year 4																				
Year 5																				
Year 6																				
Year 7																				
Year 8																				
Year 9																				
Year 10																				
Year 11																				
Year 12																				
Year 13																				
Year 14																				
Year 15																				
TOTAL																				
Part-time students included in total																				

Question 3 – Roll by Funding Year Level and Age – continued from previous page

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	15		16		17		18		19		20		21		TOTAL (including numbers from previous page)		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
Year 1																	
Year 2																	
Year 3																	
Year 4																	
Year 5																	
Year 6																	
Year 7																	
Year 8																	
Year 9																	
Year 10																	
Year 11																	
Year 12																	
Year 13																	
Year 14																	
Year 15																	
TOTAL																	
Part-time students included in 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**.

Table continues next page...

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

Question 4 – Roll by Ethnic Group and Age – Continued from previous page

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**.

	Ethnic Group	Age as at 1 July		15		16		17		18		19		20		21		TOTAL (including numbers from previous page)			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	
		DOMESTIC STUDENTS	NZ European/ Pākehā																		
	Other European																				
	NZ Māori																				
	Samoan																				
	Cook Island Māori																				
	Tongan																				
	Niuean																				
	Fijian																				
	Tokelauan																				
	Other Pasifika																				
	South East Asian																				
	Indian																				
	Chinese																				
	Other Asian (eg Japanese, Korean)																				
	Other (e.g. South American, African)																				
	International Fee paying																				
	TOTAL																				

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**.

Table continues next page...

Funding Year Level Ethnic Group		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		Subtotal Years 1 to 8				
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total		
DOMESTIC STUDENTS	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																						
TOTAL																						

Question 5 – Roll by Ethnic Group and Funding Year Level – continued from previous page

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 9		Year 10		Year 11		Year 12		Year 13		Year 14		Year 15		TOTAL (including numbers from previous page)			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	
		DOMESTIC STUDENTS	NZ European/Pākehā																
Other European																			
NZ Māori																			
Samoan																			
Cook Island Māori																			
Tongan																			
Niuean																			
Fijian																			
Tokelauan																			
Other Pasifika																			
South East Asian																			
Indian																			
Chinese																			
Other Asian (eg Japanese, Korean)																			
Other (e.g. South American, African)																			
International Fee paying																			
TOTAL																			

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 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 7 – Satellite Classes

Are any of your students taught in satellite classes?

No



Go to Question 8

Give details of:

- Number and name of the school where your students are studying in a satellite class
- Number of students at that satellite class who have high or very high ORRS rating and if they need mobility assistance
- Number of male and female students and the total number of students at that satellite from your school.

Yes



Give details below of the July 2009 numbers

Number and name of school where satellite class is located		ORRS rating		Mobility assistance	Number of students		
Number ¹	Name	High ²	Very High ³	Non Mobile ⁴	Male	Female	Total
TOTAL							

¹ A list of schools and their numbers can be accessed on the Ministry of Education website: www.educationcounts.govt.nz/goto/codesets

² High ORRS rating

³ VH ORRS rating

⁴ Non Mobile student, those who need mobility assistance, i.e., use one or more of the following: wheelchair; walker; standing frame.

Question 8 – Predicted rolls

8.1 What is your predicted 1 March 2010 FTE student roll?

Exclude alternative education students, International fee-paying students and students in day or evening Community Education programmes.

Funding Year Level	Predicted FTE regular Student Roll	Predicted FTE Adult Roll
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		
Year 7		
Year 8		
Year 9		
Year 10		
Year 11		
Year 12		
Year 13		
Year 14		
Year 15		
Sub-total		

**TOTAL 1 MARCH 2010
PREDICTED ROLL**
(Add sub-totals above)

8.2 What are your estimated 1 March 2011 and 1 March 2012 FTE student rolls?

Exclude alternative education students, International fee-paying students and students in day or evening Community Education programmes.

Year	Estimated FTE Student		
	Regular Students	Adult Students	Total
2011			
2012			

8.3 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 8 – Predicted rolls – Māori Language Learning

8.4 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 8.5

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	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)																
	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)																
	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)																
	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)																
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)																

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

8.5 If your Māori Language predictions for next year in Questions 8.4 differ considerably from your actual figures for this year in Question 6 (Table J7), please comment / give reasons for the variation.

**Sections 9 and 10 apply to State and State Integrated Schools only.
Private schools go to Section 11.**

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 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 10 – 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 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. 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 13 – 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 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

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

July 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 15 (overleaf) have been completed.	
The principal has checked and signed the form.	
One copy of the RS form with copies of SMS tables and audit lists are filed for school records .	
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)	

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 your school for audit purposes:

- One photocopy of the signed and completed RS32 return
- All required student lists as detailed in section 11
- SMS generated 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 10 July 2009:

- One copy of the completed RS32 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

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
Received		
Data Entry		
Checked		

	Date	Initials
1-to-1 checks		
Signatures checked		
Completed		