

Supplementary Form for Host Schools of Teen Parent Units

Annual Return of Students in Teen Parent Units at 1 March 2009

Teen Parent Unit:

Host School:

TPU Maximum Roll:

**Roll count
date is
2 March
2009**

Please check below the location and contact details for your Teen Parent Unit and correct them where necessary.

Teen Parent Unit's Postal Address:

Box / RD:

Suburb:

Town/City/District:

Post Code:

Location of Teen Parent Unit:

Street/Road:

Suburb/Locality:

Town/City/District:

Contact Details:

Telephone number:

Facsimile number:

Administration email address:

The Principal of the host school has the responsibility for the completion of this form. It must be checked and signed by the Teacher-in-charge of the TPU as well as the host school Principal. The chairperson of the host school Board of Trustees must also check and sign this form.

The host school Principal must return this completed supplementary form with their completed host school RS40 form to the Ministry's Data Collection Unit by 13 March 2009. The address details are on the back page of this form.



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

**HOST SCHOOL:
PLEASE RETURN THIS
FORM WITH YOUR
COMPLETED RS 40 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
Form to TPU	Wednesday 4 March 2009
Form back to Host school	Monday 9 March 2009
Due date	Friday 13 March 2009

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

Instructions:

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

Page references to the Roll Return Guidelines:

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Maximum Roll

- This Teen Parent Unit is resourced on the approved maximum roll as printed on the front of this supplementary form. For further resourcing information please see the *Funding, Staffing and Allowances Handbook*, Wāhanga 9. A copy of this handbook is available on the Ministry website at www.minedu.govt.nz/goto/resourcinghandbook.
- There are two main types of TPU student: '**eligible and enrolled**' and '**other**'. Student types are further categorised overleaf.
- Please note that students in the 'Other' category must also be included on your host school's roll return. This is to ensure they are counted for resourcing purposes as part of the host school roll.

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.

Student Types for TPU

Student Type	Student Management System Code	Definition and description	Where Counted
<p>Teen Parent <u>Eligible and Enrolled</u> Regular Student</p>	<p>TPRE</p>	<p>A Regular Eligible and Enrolled Teen Parent student must be aged under 19 years at 1 January of the year in which she/he first enrolled in the Teen Parent Unit (TPU).</p> <p>These students may continue to be enrolled in the TPU after the end of the year in which they reach age 19. However, at the beginning of the new school year following their 19th birthday, their student type must be changed to Teen Parent Regular Adult Student – see definition below.</p> <p><i>[Host school SMS roll return tables will exclude students coded TPRE].</i></p>	<p>TPU Form ONLY</p> <p>Questions 1, 3 and 4</p>
<p>Teen Parent <u>Eligible and Enrolled</u> Regular Adult Student</p>	<p>TPRAE</p>	<p>A Teen Parent Eligible and Enrolled Regular Adult Student is a Regular student whose enrolment in the TPU has continued beyond the end of the year in which the student reached the age of 19 years.</p> <p><i>[Host school SMS roll return tables will exclude students coded TPRAE].</i></p>	<p>TPU Form ONLY</p> <p>Questions 1, 3 and 4</p>
<p>Teen Parent Regular Student <u>Over Maximum roll</u></p>	<p>TPREOM</p>	<p>A Regular student (i.e. a student aged under 19 years at 1 January of the roll count year) who meets the eligibility criteria, but whose enrolment would cause the roll of the TPU to exceed the set maximum.</p> <p><i>[Host school SMS roll return tables will include students coded TPREOM along with other regular students on their roll].</i></p>	<p>Host School Form (for resourcing purposes) <u>and</u> TPU form</p> <p>Questions 2 and 3.</p>
<p>Teen Parent Regular Adult Student <u>Over Maximum roll</u></p>	<p>TPRAOM</p>	<p>A Regular Adult Student (i.e. a student who has continued attending school beyond the end of the year in which she/he reached the age of 19 years) who meets the eligibility criteria but whose enrolment would cause the roll of the TPU to exceed the set maximum.</p> <p><i>[Host school SMS roll return tables will include students coded TPRAOM along with any other adult students on their roll].</i></p>	<p>Host School Form (for resourcing purposes) <u>and</u> TPU form</p> <p>Questions 2 and 3.</p>
<p>Returning Adult Student attending Teen Parent unit</p>	<p>TPAD</p>	<p>A Returning Adult student is a student aged 19 years or over on 1 January of the roll count year who has returned to school following a break of one year or more. If space permits, and where these students meet the other criteria for inclusion, they may attend a TPU.</p> <p><i>[Host school SMS roll return tables will include students coded TPAD along with any other adult students on their roll].</i></p>	<p>Host School Form (for resourcing purposes) <u>and</u> TPU form</p> <p>Questions 2 and 3.</p>

Question 1 - Number of ELIGIBLE and ENROLLED Students

Give details below of the FTE (Full-time equivalent) of ELIGIBLE and ENROLLED students ONLY on the roll of this Teen Parent Unit at 2 March 2009.

- For definitions of Student Types please see the table on page 3 in the Introductory Notes section of this form.
- Students recorded in this question must not be included on the roll return of the host school.
- The total number of students recorded here must not exceed the maximum roll (printed on the front of this form) for your TPU.
- Any regular students in excess of the maximum roll attending this TPU must be counted instead in Questions 2 and 3 and on the host school roll return to generate appropriate resourcing.
- Count as TPU Regular Adults only those students aged 19 years or older at 1 January 2009 who were enrolled and attending the TPU prior to their 19th birthday.
- Returning Adult students must not be recorded here; instead they should be included in Questions 2 and 3 **and** on the host school roll return.
- Please calculate all totals for each row and each column.
- Students aged less than 16 years cannot be part-time.

Eligible and Enrolled Students attending this Teen Parent Unit												
Type of Student		1		2		3		4		5		
		Number of Full-time Regular TPU Students		FTE of Part-time Regular TPU students [Must be aged 16+] (round to nearest whole number)		Number of Full-time Regular Adult TPU Students		FTE of Part-time Regular Adult TPU students (round to nearest whole number)		Total FTE of ELIGIBLE and ENROLLED TPU Students		
Funding Year Level		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Year 9												
Year 10												
Year 11												
Year 12												
Year 13												
Year 14												
Year 15												
TOTAL ROLL												

Question 2 - Number of OTHER Students

Give details below of the FTE (Full-time Equivalent) of OTHER students attending this Teen Parent Unit at 2 March 2009.

- For definitions of Student Types please see the table on page 3 in the Introductory Notes section of this form.
- Include:
 - any eligible Regular or Adult students **over** the maximum roll
 - any Returning Adult students attending this TPU.
- **Note: These students must also be counted on the roll of this TPU's host school.**

Type of Student MOE Year Level		Students in Excess of the Maximum Roll						Returning Adult Students				Total FTE of OTHER Students			
		1		2		3		4		5					6
		Number of Full-time Regular TPU Students		FTE of Part-Time Regular TPU Students [Must be aged 16+] (Round to nearest whole number)		Number of Full-time Adult TPU Students		FTE of Part-time Adult TPU Students (Round to nearest whole number)		Numbers of Full-time Returning Adult Students attending the TPU		FTE of Part-time Returning Adult Students attending the TPU (Round to nearest whole number)		Male	Female
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Y9															
Y10															
Y11															
Y12															
Y13															
Y14															
Y15															
TOTAL ROLL															

Question 3 - Number of ALL Students attending this TPU

Give details below of the FTE (Full-time Equivalent) of ALL students attending this Teen Parent Unit at 2 March 2009.

This table represents the SUM of the figures from Questions 1 and 2.

- For definitions of Student Types please see the table on page 3 in the Introductory Notes section of this form.
- **Include ALL student types:**
 - eligible and enrolled Regular Students and Regular Adults, **and**
 - students above the maximum roll (Regular students and Regular Adults) **and**
 - Returning Adults.

All students attending this Teen Parent Unit at 2 March 2009																
Type of Student MOE Year Level		1		2		3		4		5		6		7		
		Number of Full-time Regular TPU Students		FTE of Part-Time Regular TPU Students [Must be aged 16+] (Round to nearest whole number)		Number of Full-time Adult TPU Students		FTE of Part-time Adult TPU Students (Round to nearest whole number)		Numbers of Full-time Returning Adult Students attending the TPU		FTE of Part-time Returning Adult Students attending the TPU (Round to nearest whole number)		Total FTE of OTHER Students		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Y9																
Y10																
Y11																
Y12																
Y13																
Y14																
Y15																
TOTAL ROLL																

Question 4 – Māori Medium Education

Does your Teen Parent Unit provide Māori-medium Education or teach Te Reo or Taha Māori to Eligible and Enrolled students at 2 March 2009?

No → Go to Question 5

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

- 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	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 5 - School Leavers 2008

In 2009 we will be gathering information on School Leavers using ENROL. This means that you do not need to print out tables SL1 and SL2. Please answer question 4.1.

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

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

Yes → Continue to Question 5.2

No → Go to Question 6

5.2 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.

6 TO BE COMPLETED BY THE HOST SCHOOL 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.

Print Name

Signature

Date

7 TO BE COMPLETED BY THE TEACHER-IN-CHARGE OF THE TEEN PARENT UNIT:

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.

Print Name

Signature

Date

8 TO BE COMPLETED BY THE CHAIRPERSON OR NOMINEE OF THE BOARD OF TRUSTEES:

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 9 – 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 Sections 6 and 7 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 10 – Checklist

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

March Return Checklist	✓
The contact information on the front page has been checked, and corrected where necessary.	
Every question on this supplementary form is complete.	
In all tables totals have been calculated for each row and each column. Totals have been checked for consistency between questions as detailed in the Introductory Notes and in the notes for each question.	
Details in Question 11 (on the back page) have been completed.	
Copies of the supplementary form and audit lists are filed for the host school's records.	
The principal of the host school has <u>checked</u> and <u>signed</u> both forms.	
The teacher-in-charge of the Teen Parent Unit has <u>checked</u> and <u>signed</u> the form.	

11 Who should we contact at your school or TPU if we need to confirm any details in this supplementary form?

Name

Designation

Direct email address

Direct telephone or school extension number

12 The following must be retained at your host school for audit purposes:

- One copy of the completed supplementary form for Teen Parent Units
- All required student lists as detailed in Question 6

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

13 One copy of the completed Supplementary Form for your Teen Parent Unit **must be returned to the Ministry no later than Friday 13 March 2009, along with the RS40 for the host school:**

Do not include your student lists. Keep these at the host 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		