



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

2009 Roll Return Guidelines

Primary and Intermediate Schools

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Overview

Introduction

The Ministry of Education carries out statistical collections (referred to throughout this document as Roll Returns) from all schools in New Zealand at 1 March and 1 July each year.

The ministry uses the data you provide through these collection exercises in a number of ways: to fund and staff schools, to support policy analysis, to monitor the outcomes of the New Zealand education system, and for national and international reporting purposes.

Purpose of these Guidelines

These guidelines are designed to support all schools through the Roll Return process, irrespective of whether your school:

- Uses a computerised Student Management System (SMS) to produce some of the required Roll Return tables; or
- completes your Roll Returns by hand without the aid of a computer/computer system

In 2009 all schools will be using ENROL – the student enrolment register and so references to ENROL are now included.

You will also be able to access this document on the website:

www.educationcounts.govt.nz/goto/guidelines

Collection of personal information

Personal information is collected about each child that enrolls in a New Zealand school. Some of this information is entered into ENROL – the school student enrolment register – and some is sent electronically to the Ministry of Education as part of the Roll Return data collection. In both cases the Education Act provides the legal underpinning for the data collection by the ministry.

Information privacy

Information relating to individual students and staff members employed by the school board of trustees will be treated as confidential by the Ministry of Education and access to the information will be restricted to 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.

While the names of Board of Trustees members remain public information, any other information collected about individual members (except for the chairperson) will be treated in a similar manner to information collected about students and staff.

Privacy Statement for School Enrolment Forms

Below is the template of a privacy statement for use on school enrolment forms.

Privacy Statement	<p>The information on this form is collected to form part of the essential information the school holds on your child. The information collected will be used by the school for the following purposes: enrolling your child at school, assessing the education needs of your child and ensuring that education services and resources in respect of your child are provided to the school.</p> <p>The records made from this information may be viewed on request at the school. The information collected may be disclosed to education and health sector agencies in accordance with the principles of the Privacy Act. Except with your specific authorisation, it will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.</p>
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Notes for schools

- A Privacy Statement needs to provide an explanation about the use of the data. Parents need to be informed that data is sent to the Ministry of Education but for Roll Returns and ENROL their consent is not required.
- Generally, only a subset of the information on an enrolment form is passed on to the Ministry of Education for statistical purposes. For example, information about emergency contacts or custody arrangements would not be part of routine data collections. You should consider being explicit about which data will definitely be passed to the ministry.

2008/09 Timeline

Key dates for Roll Returns and ENROL

Date	Event	Action
A reminder that ENROL must be updated within five days of a student's details changing.		
Mid Nov – December	Withdraw leaving students in ENROL and SMS	<ul style="list-style-type: none"> • Use your SMS to sort leavers by the school they intend to transfer to • Sort Year 6 or 8 students by Leaving Reason • Using Batch processing, withdraw Year 6, 8 students then withdraw other students leaving your school.
Early February	Enrol new and transferring students in ENROL and SMS	<ul style="list-style-type: none"> • Using batch processing update ENROL with Year 7 students from contributing schools • Enrol other transferring students; lists of students from your SMS sorted by previous school and year level will be useful • Create records in ENROL for new entrants to your school and others that have not studied in NZ before.
Mid February	March Roll Return package arrives	<ul style="list-style-type: none"> • Prepare Roll Return data • If you use a SMS make sure you have installed the latest version. Ensure data entry is up to date then run the Roll Return process until all errors are resolved
2 March	March Roll Return count date	<ul style="list-style-type: none"> • Complete the Roll Return form and post it to the ministry; and • If you use a SMS submit your student data file through eReturns or the portal.
6 March	Ensure ENROL is up-to-date	
13 March	March Roll Return due date	<ul style="list-style-type: none"> • Your Roll Return form should have arrived at the ministry by this date.
Mid June	July Roll Return package arrives	<ul style="list-style-type: none"> • Prepare Roll Return data • If you use a SMS make sure you have installed the latest version. Ensure data entry is up to date then run the Roll Return process until all errors are resolved • Keep ENROL up to date within 5 days of a student starting or leaving your school.
1 July	July Roll Return count date	<ul style="list-style-type: none"> • Complete the Roll Return form and post it to the ministry; and • If you use a SMS submit your student data file through eReturns or the portal.
10 July	July Roll Return due date	<ul style="list-style-type: none"> • Your Roll Return form should have arrived at the ministry by this date.

For ENROL help please contact the e.Admin Contact Centre

Ph: 04 463-8383

E-mail: e.admin@minedu.govt.nz

What is new for 2009 Roll Returns?

Data collected from ENROL As all schools are now using ENROL we are able to collect some of the roll return information directly from the ENROL database. Ensure that ENROL is updated within 5 days of any changes to a student's details. In 2009 you will still need to collect International student and previous school data within your SMS. However, that data will be collected **from ENROL** as detailed below.

Roll count table **ENROL will be used to generate the roll count table in March.** There is a report called 'Enrolment totals of Student Count' you will run to generate the table and insert into your March Roll Return instead of the SMS generated roll count table M3.

International student data collection From 2009 the International Student Levy will be calculated for all schools using data from ENROL. There is now a field available in ENROL for international fee paying students called weekly fee. Once the student's weekly fee has been inserted the ministry will calculate the levy, and invoice the school. Remember **all** international students need to be entered in ENROL. For more information about tuition fee go to page [37](#) of these guidelines.

Previous School As all schools have been using ENROL for the last 2 years we are able to collect the previous school information for each student directly from ENROL.

Peak Roll 2008 Using ENROL we will be able to check your peak school roll in 2008. You will still need to estimate the peak roll of your schools peak for 2009, 2010 and 2011.

Some SMS tables not needed in roll return form Schools will no longer need to print and send in all of the SMS generated tables. In some cases, ENROL will be used to derive info previously taken from your SMS.

Table name	March		July	
	SMS table	Print?	SMS table	Print?
International Students	M2	No	J2	No
Roll Count Student Tables	M3	No	J3 – J6	Yes
Previous school	M5	No	N/A	N/A
Zoning Status	M6	No	N/A	N/A
Maori Medium	M4	Yes	J7	Yes
ECE	N/A	N/A	J8	Yes
Pacific Medium	N/A	N/A	J9	Yes

Dependants of NZAID-funded students Dependant children of a NZAID scholarship holder sponsored by the New Zealand Agency for International Development (NZAID) are to be treated as Domestic students in New Zealand schools. This means they will be changed from student type FE to RE in 2009. You can view the change advertised in the education gazette online here: www.edgazette.govt.nz keyword search: NZAID Dependent (issue no 17)

Electronic data collections

2008 Continued progress was made towards electronic returns. Data sharing approved SMSs were able to send the student data file directly to the ministry once the roll return was complete.

The National Student Number (NSN) was rolled out to all students through ENROL in the 3rd term. Schools are able to download a file for their school from ENROL to load students NSN into their SMS. This will enable greater electronic data transfer between systems in the future and reduce the data entry for new students enrolling in a school.

2009 Primary and Intermediate schools will be using ENROL for the roll count section of their March Roll Return.

All International fee paying students data, previous school and 2008 peak roll information will be collected from ENROL.

Processes for the collection of the July Roll Return in 2009 will be dependent on how successful we are with the developments mentioned above.

The ministry plans to have a level of ENROL-SMS integration working by the end of 2009. This timing will be confirmed as the priorities are agreed for future ENROL developments.

2010 All school types (Primary, Intermediate, Secondary, Composite and Special schools) will be using ENROL for the roll count table of their March roll return. International student data, previous school, prior ECE participation and 2009 peak roll data will be collected from ENROL. Maori language, zoning status and other information will still be collected from school's SMS and student data files.

Web forms should be available to schools to collect some of the non student data such as BOT updates and teacher questions in the roll return.

Completing your Roll Return

Roll Count and Due dates

Collection	Count day	Due date
March	Monday 2nd of March	Friday 13th March
July	Wednesday 1st of July	Friday 10th of July

The Roll Return package

Contents of package	March	July
Covering letter , explaining how the roll return information is to be reported	✓	✓
A blank Roll Return form : <ul style="list-style-type: none"> To be completed* and returned to the ministry * please photocopy the completed form and keep for your school records	✓	✓
Insert C – Board of Trustees Membership For state and state integrated schools only	✓	✓
Insert E – Loss of Permanently-appointed Teachers For state and state integrated schools only	X	✓
Pre-paid reply envelope	✓	✓

What to do when you receive your Roll Return package

Read all the information

Before beginning to complete your Roll Return, please **read all** the information provided in:

- This guidelines booklet
- The Roll Return covering letter
- The introductory notes included at the front of your Roll Return form
- The instructions provided with each question.

Principals who delegate the completion of Roll Returns

Principals who delegate to staff please pass the **complete Roll Returns package**, along with this booklet, onto the staff member responsible for completing the returns.

Please note however, that the **principal is still responsible** for checking the accuracy of the completed form. See ‘Verification and sign-off’ on page [11](#) of these guidelines.

Collecting, storing and checking your data

Collecting data needed for the roll return	Ensure you collect all the information needed for the Roll Return at the time of enrolment. Students new to the NZ school system need to provide documentation to prove their eligibility status, name and date of birth.
Keep data stored in your SMS and ENROL up-to-date	Data stored in both your SMS and ENROL will need to be up-to-date with enrolments and leavers by the Roll Return count date. You will need to: <ul style="list-style-type: none">▪ Collect the student enrolment and other data items as detailed in the Student and School records section▪ enter/store this information on your school's SMS if you use one. Also keep ENROL up to date with enrolments and leavers▪ to determine which students should be counted in which parts of your Roll Return please refer to 'counting students' on page 13 of these guidelines.
Checking accuracy of data	You can run the validation checks in your SMS before the roll count date. This way you can resolve any errors before the roll count day.

Data Quality in your SMS and ENROL

SMS	Ensure you have your student's details up-to-date in your SMS if you use one.
ENROL	Ensure you have your student's details up-to-date. There are new fields available in ENROL from October 2008. These are: <ul style="list-style-type: none">▪ ECE participation for new entrants▪ Attending off site – for students who are enrolled with your school but attend an off site unit such as a Kura Teina▪ Weekly fee (international students only).

Completing your March Roll Return

Step 1 – SMS
(complete tables by hand if not using an SMS)

- Ensure SMS is up-to-date – enrolments, leavers, Maori language level and zoning status
 - Run March Roll Return validation – fix any errors
 - Run March Roll Return table Maori Language Learning (M4) – check for accuracy
-

Step 2 – ENROL

- Ensure ENROL is up-to-date – enrolments, leavers, international students weekly fees and off site students
 - Print ENROL report (Enrolment totals of Student Count)
-

Step 3 - Form

- Complete the manual questions in the paper Roll Return
 - Insert ENROL report (Enrolment totals of Student Count)
 - Insert SMS report Maori Language learning (M4)
 - Principal to check and sign off entire Roll Return
 - Take a photocopy of the form for school records
 - Post original form to ministry by due date
 - If you have an SMS, submit student data file (.moe file) to the ministry
 - Table the roll count total at the next Board of Trustees meeting (BOT chairperson no longer needs to sign off roll return form)
-

Completing your July Roll Return

Step 1 – SMS
(complete tables by hand if not using an SMS)

- Ensure SMS is up-to-date – enrolments, leavers, Maori language level and prior early childhood attendance
 - Run July Roll Return validation – fix any errors
 - Run July Roll Return tables – check for accuracy
-

Step 2 – ENROL

- Ensure ENROL is up-to-date – enrolments, leavers, international students weekly fees and off site students
-

Step 3 - Form

- Complete the manual questions in the paper Roll Return
- Insert SMS report roll by type of student and funding year level (J3), year and age (J4), ethnicity by age (J5), ethnicity by year (J6), Maori Language learning (J7), Participation in ECE (J8) and Pacific medium (J9)
- Principal to check and sign off entire Roll Return
- Take a photocopy of the form for school records
- Post original form to ministry by due date
- If you have an SMS, submit student data file (.moe file) to the ministry
- Table the roll count total at the next Board of Trustees meeting (BOT chairperson no longer needs to sign off roll return form)

Verification and sign-off

Verification and sign-off

- All completed Roll Returns and Inserts must be **verified** and **signed** off by the Principal.
- State and state integrated schools must check and amend their Insert C as required.
- State and state integrated schools must complete their Insert E (July only)
- The signed and verified Roll Return and Inserts must be returned to the Data Management Unit by the due date using the pre-paid reply envelope provided.
- Table the roll count total at the next Board of Trustees meeting (BOT chairperson no longer needs to sign off roll return form).

Submitting your student data file

Submitting file directly from your SMS

All data sharing approved SMS¹ have the functionality to send your student data file directly to the ministry. The functionality is called eReturns. Once you have gone through the process of validating your data then printing the tables an option will be available to send your student data file directly to the ministry.

Submitting your file through the ministry's portal

If you can not send your student data file directly from your SMS using eReturns you can log on to the e-Admin section of the LeadSpace website and upload your file to the ministry through a secure site. You will need to make sure you have a login and access to the site in LeadSpace at www.leadspace.govt.nz. You can get this by calling the contact centre on 04 463 8383.

Schools with no SMS

You will not generally need to supply a student data file if your school does not have an SMS. Some schools will be contacted to complete a spreadsheet of their detailed student information.

¹ A list of approved SMS is published in the education gazette – principal view section in January 2009

Student Enrolment and Counting Policies

Domestic and International student enrolment policy

Definition of Domestic student	<p>A domestic student is defined in Circular 2009/01.</p> <p>The definition includes a person who is a:</p> <ul style="list-style-type: none">New Zealand citizen (incl. Cook Is., Tokelau or Niue)New Zealand permanent residentAustralian CitizenEntered NZ for adoptionRefugee clamantInternational student in CYF careHolder of a Limited Purposes PermitDependent children of:<ul style="list-style-type: none">– Diplomat or Consular Official or ex-Diplomat or ex-Consular Official– Refugee clamant– Valid Work Permit Holder– Commonwealth Scholarship Holder– NZ citizen with citizenship application– NZ resident with residency application– Member of a visiting force (or civilian component)– Member of Scientific programme or Antarctic expedition– Person on Government approved exchange scheme– International student who is enrolled in any PhD programme– NZAID scholarship holder.
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Definition of International student	<p>An international student is any student enrolled in a New Zealand school who is not a domestic student. This will leave the following two categories:</p> <ul style="list-style-type: none">▪ International fee-paying students▪ Exchange students (on a government-approved exchange scheme).
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Citizenship, residency and student visa documentation	<p>To ensure that students are correctly identified as either domestic or international students, schools need to check the citizenship, residency, diplomatic or student visa status of all students when they enrol. Permanent domestic students that have a verification documentation number in ENROL will not need to supply documentation again when they move schools.</p> <p>Schools are to attach documentation confirming students' citizenship, residency or student visa status to their enrolment forms.</p> <p>The following documents are suitable for confirming a student's status:</p> <ul style="list-style-type: none">▪ Birth Certificate (NZ, Cook Is., Tokelau, Niue or Aust.)▪ Passport with details of the student's residency status, limited purpose permit or a valid student visa/permit▪ Immigration Service documentation of refugee status▪ Certificate of Naturalisation
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Circular	www.minedu.govt.nz/circulars 2009/01
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Counting students

Fundamental rule For a student to be included on a Roll Return, the essential requirement is that the student is enrolled for tuition and meets the eligibility criteria of being a domestic student (see Circular 2009/01 for detailed definitions)

Note: Students required to enrol must attend school. Schools are reminded that the Education Act 1989 requires every school to take all reasonable steps that students who are required to enrol at a school shall attend the school whenever it is open. The Ministry's Resourcing Auditors will confirm whether the ENROL student roll counts are accurate by verifying that the students were attending school for tuition on the roll count date.

Students not attending on count day Every principal must ensure that a student's record in their SMS is up-to-date and ENROL is updated within 5 school days of their last day of attendance when:

- The school has been advised that the student is no longer attending the school;
- The student has been absent for 20 school days without the principal being informed that the absence is only temporary; or
- The student has been absent for less than 20 days but the principal has reason to believe they will not return to school.

Students also included Students **should** be counted on your Roll Return in the following situations:

- Students who, for **medical or domestic reasons**, are absent on the count date; but only if the students have returned to school before the form is to be returned to the ministry, or the school has:
 - a medical certificate from a registered medical practitioner, or
 - a statement from a social worker or counsellor, or
 - a letter from a parent/guardian justifying the student's absence from the school
- Students **suspended for a specified period** on the date of the roll count
- Students **attending an activity centre, health camp, hospital school, or CYFS residential home** on the date of the roll count
- Students who are **temporarily overseas**, provided that the school has documentary evidence of their intention to return to the school and that their absence does not exceed 15 consecutive weeks in the current school year
- Students who attend **more than one school** are to be enrolled in ENROL at the school where the majority of instruction occurs. Boards of Trustees may exchange funds to compensate for the time a student spends at another school.

Continued on next page

Counting students, continued

Students not included	Students should not be counted on your roll in the following situations: <ul style="list-style-type: none">▪ Students who have enrolled but not yet had their first day of attendance at your school▪ Students who have had their last day of attendance, but who are still going through the schools leaving process▪ International fee paying students; please ensure they are coded correctly so they are not funded as domestic students.
Schools using an SMS	To ensure that students who do not fit the criteria for inclusion in the roll count are not counted, school administrators must select 'Not Attending' (NA) as the student type in their SMS. This is only for students who are currently not attending your school but you are unsure if they are leaving or not.
For further information	The Circular 'Auditing of Roll Returns' has full details on counting students. It can be accessed on the Ministry of Education website: www.minedu.govt.nz/circulars

Student and School Records

Purpose

This chapter deals with information about your current students and about students who leave your school. It also includes school records about Board of Trustees, Teachers, School Rolls and off-site units.

If your school does not use a computerised SMS, you will need to obtain the relevant data and find other ways to store the information and retrieve it when required for the Roll Return.

Enrolment forms

The easiest way for your school to collect most of the required student data is through your enrolment forms. These should be designed so that you can collect the information required for Roll Returns purposes when a student enrolls at your school, alongside any other data your school might need.

The student data required for Roll Returns are set out on page 16 of these guidelines.

Student data required for Roll Return purposes

Data required for Roll Returns To be able to complete your Roll Return, your school needs to collect the enrolment data listed below for each student. The table below indicates which individual information is submitted from your SMS through the student data file and which information comes from ENROL. This information is then used to calculate the aggregate data in the Roll Return tables.

The data items are described in more detail in the following pages.

Field name	Brief Field Description	Student Data File	ENROL	Roll Return form	Page
ADDRESS	Students home address	✓	✓	X	-
BOARDING STATUS	Student is a boarder	✓	X	X	-
COUNTRY OF CITIZENSHIP	Country of citizenship	✓	✓	X	18
CURRENT YEAR LEVEL	The student's class Year Level	✓	✓	✓	38
DOB	Student's date of birth	✓	✓	✓	19
ECE	Identifier of the student's participation in Early Childhood Education	✓	✓	✓	20
ELIGIBILITY CRITERIA	Criteria to determine if student is Domestic, international fee-paying or international fee-exempt	✓	✓	X	21
ETHNICITY	Student's ethnic groups	✓	✓	✓	23
EXCHANGE SCHEME	Type of scheme or agreement an exchange student is affiliated to	✓	✓	✓	38
FIRST ATTENDANCE DATE	Student's date of first attendance at the school	✓	✓	X	19
FIRST SCHOOLING DATE	Date student first started schooling	✓	✓	✓	19
FIRST NAME	Student's legal first name	✓	✓	X	32
FTE	Full Time Equivalent	✓	✓	✓	25
FUNDING YEAR LEVEL	The actual number of years that the student has attended a school.	✓	X	✓	38
GENDER	Student's gender	✓	✓	✓	25
IWI	Student's Iwi affiliation	✓	✓	X	25
LAST ATTENDANCE DATE	Date of student's last attendance for tuition	✓	✓	✓	19
MĀORI MEDIUM	Highest level of Māori Language Learning the student is involved in	✓	X	✓	27
NSN	Student's National Student Number	✓	✓	X	29
ORRS	Level of resources required for students identified in the Ongoing and Reviewable Resourcing Scheme	✓	✓	X	29

Field name	Brief Field Description	Student Data File	ENROL	Roll Return form	Page
PACIFIC MEDIUM – LANGUAGE	Particular Pacific Island Language in which immersion or bilingual education is provided	✓	X	✓	30
PACIFIC MEDIUM – LEVEL	The highest Level of Pacific Language Learning the student is involved in	✓	X	✓	30
PREVIOUS SCHOOL	Previous School of Year 7 and Year 9 students	✓	✓	X	31
PRIVACY INDICATOR	Indicates that the student address is suppressed due to privacy reasons	✓	✓	X	32
REASON	Student’s reason for leaving their present school	✓	✓	✓	32
SCHOOL ID	School Profile Number	✓	✓	X	32
SERIAL NUMBER	Verification document serial number	✓	✓	X	22
STUDENT ID	Student’s ID Number	✓	X	X	32
STUDENT TYPE	Student Type for funding purposes	✓	*Derived	✓	33
SURNAME	Student’s legal surname	✓	✓	X	32
TUITION FEE	Tuition Fee paid by international students specifically International Fee payers (FF)	✓	✓	X	38
TUITION WEEKS	Number of weeks International students are enrolled	✓	*Derived	✓	38
VERIFICATION DOCUMENT	Document used to verify the students name, DoB and eligibility status	✓	✓	X	21
ZONING STATUS	Indication of whether the student resided in or out of the School Zone at date of first attendance at the school	✓	X	X	41

*This data is derived using other ENROL information e.g. age school type etc.

Board of Trustees - Insert C

Why do we collect this?

The Board of Trustees information is used to obtain statistics about the composition of boards, for example, the proportions of men and women or representation of various ethnic groups.

Information on Board of Trustees membership is collected **from state and state integrated schools only**, via a form called the Insert C.

Format of the Insert C

Your pre-populated Insert C will be provided with the Roll Return form.

It will give details (names, title, gender, board position, member type, ethnicity and, for the chairperson, contact details) for each member of your Board of Trustees – according to the latest information held by the ministry.

Checking your BOT details

When checking your Board of Trustees details please:

- Ensure full and correct details for all current (at roll count dates) board members are included. Specifically we need: gender and ethnicity details, board positions, board member types and start dates
 - Cross out the names of former trustees who are no longer members of the Board on roll count dates
 - Ensure that there is only one of each of the following on each Board of Trustees:
 - Principal (or Acting Principal)
 - Staff representative
 - Student representative
 - Chairperson (or Acting Chairperson).
-

Country of citizenship

What we collect

From 2007, we have asked schools to collect citizenship for all new students, not just international students. This information is captured in ENROL and your SMS if you use one. The second step in this process is to determine if a student is a domestic or international student.

Codes

A list of country of citizenship codes can be obtained from the Education Counts website www.educationcounts.govt.nz/goto/codesets

Warning

Do not confuse country of citizenship with ethnicity. Country of citizenship relates to a student's nationality and the country of which s/he holds a passport, whether the student was born into that nationality or whether it was adopted at some later date. A student's ethnicity might be, but does not necessarily have to be, the same as the country of origin, or the country of birth.

Dates (DoB, First schooling, First & Last Attendance)

Date of birth This is the date of birth as listed on the student's passport or birth certificate.

First schooling date (previously Start Date) This is the date the student first started attending **any** school. For the majority of students this is between their fifth and sixth birthdays.

This date is used to determine the correct Funding Year Level² for primary students and therefore must be recorded even if the student first started schooling at a different school.

This date is also used to determine Current Year Level³ in ENROL but can be manually changed by the school.

Where the First schooling date is unknown (e.g. for refugee children or students who have been home-schooled), the date of the student's sixth birthday should be entered.

First schooling date applies to students up to Year 8. It is not compulsory for secondary school students.

First attendance date (previously Enrol Date) This is the date of first attendance at **your** school.

There are three scenarios:

- A student may be enrolled some time before he/she begins attending the school;
- A student may have transferred to your school from another school; or
- A student starts their schooling at your school so their first attendance date is the same as their first schooling date.

The First Attendance date to be recorded on the student's record is the date of **first attendance for tuition** at your school. This will help to ensure that only those eligible are counted on your Roll Return.

Last attendance date (previously Leaving Date) When a student leaves your school, the date of last attendance for tuition is to be recorded.

This date is also used to determine which students are counted on your Roll Return.

² See page 38 for details on Funding Year Level

³ See page 38 for details on Current Year Level

Early Childhood Education participation (for Year 1 students)

Why do we collect this?

This information is used to measure the participation of children in Early Childhood Education services.

The data provided in this question is critical to the ministry's early childhood education team. There is no other source of data that can provide ECE participation as accurately as this for ethnic groups. Other methods rely on population estimates for ethnic groups between census years, which are not reliable. Your efforts to collect this information are greatly appreciated.

Enrolment form

School administrators need to identify whether or not Year 1 students attended any form of Early Childhood Education (ECE) on a regular basis immediately before starting school.

This information should be included on enrolment forms for:

- New entrants; and
- Year 1 students transferring from another school.

All children are to be allocated to one of the following categories:

- Attended Kindergarten, Playcentre, Education and Care or Home-based Service (including the ECE in the Correspondence School)
- Attended Kohanga Reo
- Attended Playgroup or Pacific Island EC Group
- Attended ECE but type unknown
- Did not attend any type of ECE Centre or Service.

The one remaining category 'Unable to establish whether ECE attended or not' should be used only very rarely, for example in cases of fostered children, or where caregivers do not speak English.

Reporting the data in ENROL and your SMS

This information is now being collected in ENROL for new entrants from October 2008 onwards. You will still need to enter this information into your SMS for a new entrants. In the future we will be able to use the ENROL data for the collection of this information.

Eligibility Criteria

Why do we collect this? You need to be aware of your legal obligations when enrolling students and be sure that a student is eligible to enrol in a NZ school. The eligibility (domestic or international) status of each student needs to be correctly determined and copies of relevant documentation should be retained. As all schools are now using ENROL they will need to collect this information for all new enrolments⁴.

Establishing Eligibility Below is the list of the different eligibility options for students. You need to establish which one applies to each of your new students as they enrol.

Eligibility Criteria	Eligibility Status
NZ citizen (incl. Tokelau, the Cook Is., Niue)	Domestic Student
Australian Citizen	
NZ resident	
Dependent of a valid Work Permit Holder	
Dependent of NZ citizen with citizenship application	
Dependent of NZ resident with residency application	
Dependent of person on Government approved exchange scheme	
Dependent of enrolled international PhD student	
Dependent of Commonwealth Scholarship Holder	
Dependent of Diplomat or Consular Official	
Dependent of ex-Diplomat or ex-Consular Official	
Dependent of NZAID scholarship holder (changed from international to domestic in 2009)	
Dependent of Member of a visiting force (or civilian component)	
Dependent of scientific programme or Antarctic expedition member	
Entered NZ for adoption	
Holder of Limited Purpose Permit	
Refugee claimant or dependent of one	
International in CYF care	International Student
International Fee Paying	
Student on Government approved exchange scheme	International Student but domestic for funding purposes
28 Day Waiver (Calendar days)	Domestic Student
Extended 28 Day Waiver	

Eligibility Verification Documentation The document provided by the parent/caregiver when the student is enrolled at your school, which is used to verify the students name, date of birth and eligibility status. The full list of documents is available in circular 2009/01.

Continued on next page

⁴ This is only required the very first time a student enrolls in a NZ school (i.e. new entrant, migrant etc)

Eligibility Criteria, continued

What documentation should be retained?

When processing enrolment applications you need to take a copy of all relevant documents. **However, if the student is eligible as a NZ citizen, NZ resident or Australian citizen, you only need to do this if you are the first NZ school to enrol the student.**

If the student is not enrolled as a NZ citizen, NZ resident or Australian citizen there will be an expiry date on documentation. You will need to:

- note expiry dates (ENROL includes a section for this);
- ensure requests for Student Visa/Student Permit renewals are sent to Immigration NZ at least four weeks before an existing permit or visa expires; and
- retain a copy of any updated documentation.

Verification Document Serial Number

The serial number on the document used to verify the students eligibility status is known as the Verification Document Serial Number. This provides proof that the documentation has been witnessed by the school administrator.

Circular

The circular 2009/01 has the full description of eligibility for enrolment in NZ schools. It explains what domestic and international students are and what documentation they need to provide to establish eligibility.

It can be accessed on the Ministry of Education website:
www.minedu.govt.nz/circulars

Ethnicity

Why do we collect this?

This information is used to monitor the participation, retention and achievement in the education system of students from different ethnic groups in the New Zealand population.

Definition

Statistics New Zealand defines Ethnicity as “the ethnic group or groups that people identify with or feel they belong to. Ethnicity is a measure of cultural affiliation, as opposed to race, ancestry, nationality or citizenship. Thus, ethnicity is self-perceived and people can affiliate with more than one ethnic group.”

School enrolment forms should allow for students to self-identify or to be identified by their parents/guardians as belonging to up to three ethnic groups.

Warning

Do not confuse ethnicity with country of citizenship.

Ethnic groups for Roll Returns

To translate ethnicity to an ethnic group for specific tables in the Roll Returns, use the table on the next page. The examples below illustrate.

Example 1: A student who has identified with the groups Indian (431) and British/Irish (121) should be coded as both on their individual student record. S/he would be reported as Indian in tables J5, J6 and J8 but as a leaver s/he would be reported in SL1 and SL2 in the Asian group.

Example 2: A student who has identified with groups NZ Māori (211) and NZ European/Pākehā (111) should be coded as both on their individual student record. S/he would be reported as NZ Māori in all tables requiring ethnicity.

Example 3: A student who has identified with the groups NZ European/Pākehā (111) and Samoan (311) should be coded as both on their individual student record. S/he would be reported as Samoan in all tables requiring ethnicity except the School Leaver tables (SL1 and SL2). When the student leaves school s/he should be reported as Pasifika/Pacific Island group.

Continued on next page

Ethnicity, continued

Ethnic group for Roll Returns For the purposes of the Roll Return, students must be reported in one ethnic group only. The ministry uses the same system of priority reporting that has been used by Statistics New Zealand.

To determine which ethnic group to report for a particular student, **start at the top** of the ethnicity list below and use the first ethnicity that applies to this student, then look to the right-hand columns for the ethnic group for the relevant Roll Return tables.

Code or meaning on student's enrolment form or record		Report students in one group only	Report students in one group only
Code	Ethnicity list	Ethnic group Tables: J5, J6, J7	Ethnic group Tables: SL1, SLA, SL2
211	Māori	Māori	Māori
351	Tokelauan	Tokelauan	Pacific Peoples
361	Fijian	Fijian	
341	Niuean	Niuean	
331	Tongan	Tongan	
321	Cook Island Maori	Cook Island Maori	
311	Samoan	Samoan	
371	Other Pacific Peoples	Other Pacific Peoples	
411	Filipino	Southeast Asian	
412	Cambodian		
413	Vietnamese		
414	Other Southeast Asian		
431	Indian	Indian	
421	Chinese	Chinese	
441	Sri Lankan	Other Asian	
442	Japanese		
443	Korean		
444	Other Asian		
511	Middle Eastern	Other (e.g. South American, African)	Other
521	Latin American		
531	African		
611	Other ethnicity		
999	Not stated		
128	Australian	Other European	NZ European/Pākehā/ Other European
121	British /Irish		
127	German		
122	Dutch		
123	Greek		
124	Polish		
125	South Slav		
126	Italian		
129	Other European		
111	NZ European/Pākehā	NZ European/Pākehā	

Full-time Equivalent (FTE)

What is FTE? The FTE field is used to determine a student's attendance status, i.e. whether the student is reported as full-time or part-time. Resourcing of schools is based on the full-time equivalent roll count.

All students in Years 1–8 and all students aged under 16 in Year 9 or above must be counted as one full-time equivalent student (i.e. have a FTE = 1.0). SMSs should default these students to full-time. Part-time students **must** be 16 years of age or older.

Gender

Gender A student is identified as either male or female.

Iwi affiliation

Why do we collect this? Iwi authorities and runanga are increasingly interested in the educational participation and achievement of their children. Collecting Iwi affiliation information allows Iwi, schools and the ministry to understand the current opportunities and challenges and to focus effort in the areas of greatest need.

The Roll Returns do not have a specific question about Iwi affiliation. However schools with an SMS can provide a student data file that includes Iwi affiliation to the Data Management Unit. This data has proved a rich source of information for the ministry and Iwi.

What should be recorded? Iwi affiliation is based on ancestry. Some people will have an Iwi affiliation but, for various reasons, feel unable to identify as Māori. It is important therefore that the opportunity to identify Iwi affiliations is provided for **all** students – Māori and non-Māori alike.

If you have not already done so, you will need to modify your school's enrolment form to include a write-in question asking for Iwi affiliations of all students, as in the example below:

Does the student have an affiliation with an(y) Iwi?	If 'YES' please complete details below
Please enter the name(s) of the student's Iwi where the student identifies as belonging to one – or as many as three Iwi.	Iwi: Rohe (Iwi home area):
If the student has an Iwi affiliation, but does not know the name of their Iwi, please enter 'Don't know'.	Iwi: Rohe (Iwi home area):
	Iwi: Rohe (Iwi home area):

Continued on next page

Iwi affiliation, continued

Iwi affiliation code list The classification list is available on the Education Counts website www.educationcounts.govt.nz/goto/codesets

School administrators in schools with computerised SMSs will need to translate the Iwi affiliations given in words on students' enrolment forms into the codes given in the Statistics New Zealand standard classification. Administrators should enter the appropriate codes for each student into their SMSs.

If you would like copies of the Iwi reference card, or have any queries about the collection or coding of Iwi data, please send an email to iwi.data@minedu.govt.nz for assistance.

Kura Teina

Kura Tuakana Schools which are Kura Tuakana to Kura Teina will receive a supplementary form for each of their Kura Teina in their Roll Return packages, in both March and July.

Time line

- The principal of the Kura Tuakana must forward the supplementary forms to the Kura Teina immediately upon receiving the Roll Return package
- The Kura Teina must then complete the supplementary form and send it back to the Kura Tuakana
- The principal and Board of Trustees' chairperson must check and sign the supplementary form before returning it to the Ministry of Education, along with the Kura Tuakana form, by the due date.

Completing the supplementary form Students at the Kura Teina must **not** be included on the Kura Tuakana form as regular students. The questions about students in the supplementary form for Kura Teina are the same as in the Kura Tuakana form. You will need to complete this by hand.

The Māori-medium education table in the Kura Teina's supplementary form provides 1 row for each level.

Verification and sign-off The supplementary forms for Kura Teina must be:

- Completed and signed by the head teacher of the Kura Teina
- Checked and signed by the principal of the Kura Tuakana
- Checked and signed by the chairperson of the Kura Tuakana Board of Trustees.

How to record in ENROL The Kura Tuakana will need to identify all their Kura Teina students by ticking the box 'attending off site' then the box, 'unit type' will appear – you need to select 'Kura Teina' and put in the 'begin date'.

Language learning below Year 9

What is collected?

This question collects data on the numbers of students at primary Year Levels who receive language tuition (other than English or Te Reo Māori) at any time during the school year.

If a language is taught on a rotational basis (e.g. term by term), schools are asked to estimate the **total** number of students in each category who will receive language instruction during the school year.

Languages

Information is collected about the following languages.

Samoan	French
Cook Island Maori	German
Tongan	Japanese
Niuean	Spanish
Fijian	Russian
Tokelauan	Chinese languages
Other Pacific languages	Indonesian
	Other languages

Note: Do not include students learning Pacific languages if they have already been counted in the Pacific-medium question.

Levels of language learning

Year 1–6 students are counted together and Year 7–8 students are counted together.

Within these two groups the categories are:

- Less than 15 hours per year
- 15 to 30 hours per year
- More than 30 hours per year.

Māori Language Learning

Māori Language Learning

This records the **highest** level of Māori language learning for each student involved. This information is used for the resourcing of Māori language and immersion programmes and to measure participation in these programmes. Schools receive funding for students in Levels 1–4b.

Listed on the following page are the categories that appear in the Roll Return. One of these categories must be allocated to each student involved in Māori language learning. Māori language learning has three degrees of involvement which are also detailed on the following page.

Continued on next page

Māori Language Learning, continued

- Māori-medium** The whole curriculum is delivered either:
- In Māori only (immersion); or
 - In both Māori and English (bilingual).

This covers four levels.

Level	Curriculum is taught in Māori
1	100% of time, i.e. complete immersion (25 hours per week); or 81– 100% of total time, i.e. for more than 20 and up to 24.75 hours per week
2	51– 80% of total time, i.e. for more than 12.5 and up to 20 hours per week
3	31–50% of total time, i.e. for more than 7.5 and up to 12.5 hours per week
4a	12%–30% of total time, for more than 3 and up to 7.5 hours per week (i.e. more than 70% of instruction is in English).

- Te Reo Māori** Students learn Māori language as a separate subject.

This covers two levels.

Level	Te Reo Māori is taught as a separate subject for:
4b	At least 3 hours per week
5	Less than 3 hours per week

Some schools that offer Te Reo Māori as a separate subject have a policy of rotating students through the Te Reo Māori programme – perhaps for a term at a time. In such cases, the Roll Return should record only the number of students involved in the programme on roll count date, not the total number of students involved in the programme for the whole year.

- Taha Māori** Students learn Māori songs, greetings and simple words.

This covers just one level.

Level	Description
6	Māori songs, greetings and simple words

- Important** The Māori-medium education table in the Roll Returns provides two rows for each level:

- The first row should contain the total number of students (Māori and non-Māori) involved in that level of Māori language learning
- The second row should contain the number of Māori students included in the row above.

Even if all your students are Māori and all are involved in Māori-medium education, you still complete the second row in each level.

National Student Number (NSN)

What is it? The National Student Number (NSN) is the Record of Learning number allocated to all students through ENROL.

Why do we collect it? The NSN will allow the Ministry of Education to uniquely identify students and undertake longitudinal studies.

It will reduce compliance for students who move on to tertiary education.

Schools with an SMS are able to download a file from ENROL into their SMS to import all their students NSN.

Off-site classes and units

What is collected? This question applies to State and State Integrated schools only. Schools are asked to list any Activity Centres, Off-site Learning Centre, Off-Site Classes or Special Purpose Units **for which their Board of Trustees had responsibility**, along with the numbers of students attending them by gender.

This is a unit run by your school that is separate to your mainstream classes. It does not include students from your school who go to another school or unit run by an organisation for a special class – i.e. Technology classes at the local College.

What are off-site learning centers?

- Separately funded from the MOE
 - Education is provided in an adapted location separate from mainstream classes
 - Students remain on the roll of a mainstream school and are expected to return to this school.
-

ORRS status

Definition ORRS describes the level of resourcing for special needs students identified in the Ongoing and Reviewable Resourcing Schemes (ORRS). It is recorded on your SMS as N, H or V (Non-ORRS, High needs, Very high needs).

What is it used for? Although this data is not currently collected on Roll Returns, it remains a requirement for school SMSs so that this information can be recorded for a school's own purposes.

Pacific-medium – Language and Level

Definition In Pacific-medium education the curriculum is delivered either:

- In a specified Pacific language only (immersion); or
- In both a specified Pacific language and English (bilingual).

Why do we collect this? Data on the numbers of students involved in Pacific-medium education is used to measure the extent to which Pacific-medium education is being provided in schools. This assists in policy development work.

Pacific Languages Pacific languages for which data is collected are:

- Cook Island Maori
- Fijian
- Niuean
- Samoan
- Tokelauan
- Tongan
- Other Pacific languages.

Pacific-medium education Pacific-medium education may be reported at four levels. Students must be reported **once** only, at the **highest** level of learning.

Level	Curriculum is taught in the specified Pacific language:
1	81–100% of total time, i.e. for more than 20 and up to 25 hours per week
2	51–80% of total time, i.e. for more than 12.5 and up to 20 hours per week
3	31–50% of total time, i.e. for more than 7.5 and up to 12.5 hours per week
4	12–30% of total time, for more than 3 and up to 7.5 hours per week (i.e. more than 70% of instruction is in English)

Peak rolls

What is collected? This question applies to composite **state and state integrated schools** only. We collect information on the peak roll for the previous year and the month in which this peak roll was reached using ENROL data. Schools are also asked to estimate their peak roll for the current year and the following two years.

Why do we collect this? Peak roll data assists in planning and resourcing for schools, particularly in property provision.

Predicted rolls

Why do we collect this?	<p>In the July Roll Return, schools are asked to predict the number of students they will have in the following year.</p> <p>The Ministry of Education uses predicted rolls to help calculate the first instalment of the funding entitlement for the year.</p> <p>The school's predictions are taken into consideration when the provisional staffing roll is established. The Guaranteed Minimum Funded Staffing (GMFS) for the coming year is calculated from the provisional staffing roll.</p> <p>Predicted rolls are also used in future planning and forecasting.</p> <hr/>
When to predict for	<p>All schools are asked to predict their regular student rolls for the next March and to estimate their March rolls for the following two years. You can base this prediction on previous year's rolls, estimated new entrants and/or transfers, natural roll growth.</p> <hr/>
Māori-medium predictions	<p>The July Roll Return also collects predictions of the numbers of students in Māori-medium education or learning Te Reo Māori for three or more hours per week (Levels 1–4) for the following March.</p> <p>You no longer need to state the number of Māori students included in the total at each level, you just state the total number of students for each level.</p> <hr/>
Estimated New Entrants	<p>Primary, Composite and Special schools are asked in July what their estimated New Entrant enrolments from 1 March – 1 October the following year will be. This is to improve the accuracy of the ministry's estimate for roll growth (new entrants) for the school year and resource appropriately.</p> <hr/>

Previous school (Intermediates only)

Why do we collect this?	<p>Previous school information is used in determining the catchment area of a school. It is also used in projecting school rolls and in property planning.</p> <hr/>
How is the data collected?	<p>We will be collecting the data out of ENROL from 2009 onwards.</p> <p>Schools will still need to record a student's previous school in their SMS as part of their enrolment procedures.</p>

Privacy Indicator

When is this used? The privacy indicator will identify the students who have not provided their address details in the student data file for privacy reasons. If the student's Surname needs to be withheld, please contact the Data Management Unit.

Reason for Leaving

Purpose Schools with an SMS will need to enter this information on a student's record when s/he leaves the school.

The reason must be one of the following:

Code	Description
S	Transferred to another school in New Zealand
O	Gone overseas
D	Deceased
K	Exclusion
C	Continuous Absence
H	Transferred to home-schooling

School ID

School ID Ministry of Education school number.

Student ID

Definition This is a number allocated to a student by an SMS.

Student name

Legal student name The legal surname, first name and middle names as specified on their birth certificate or passport are essential.

Preferred student name Preferred surname and first name are to be used if the student is known by a name other than their legal name.

Student type

Purpose For the purposes of Ministry of Education statistical returns, student types are defined in the following list.

Hierarchy The list is in **hierarchical order from the top down**, e.g. an international fee-paying student who is also an adult student is coded and counted as a international fee-paying student.

More detailed descriptions of all student types follow.

Code	Student type
FF	International Fee-paying Student
<i>FE</i>	<i>NZAID-funded Student (removed)</i>
EX	International Exchange Student
RE	Regular Student
KT	Kura Teina Student
EM	External Student
SA	Satellite Class Student
NA	Not Attending
SF	Separately Funded

International Fee-paying Student (FF) An international student who meets full tuition costs on their own or from funds provided to them by sponsors.

NZAID-funded Student (was FE – now RE) Dependant children of a NZAID scholarship holder sponsored by the New Zealand Agency for International Development (NZAID) are to be treated as Domestic students in New Zealand schools. This means most of them will be changed from student type FE to **RE** in 2009. You can view more here: www.edgazette.govt.nz **keyword search:** NZAID Dependent (issue no 17)

International Exchange Student (EX) An international student who is studying in New Zealand under an exchange programme approved by the New Zealand Government and is exempt from paying tuition fees. International exchange students are treated as regular students (or adult students, depending on age) for the purposes of Ministry of Education statistical returns.

If, however, an international exchange student is paired with a domestic student involved in the same exchange and the domestic student is counted on the roll, then the international exchange student cannot be counted.

Continued on next page

Student type, continued

Codes for exchange schemes

International exchange students need to be identified in the international table in the Roll Returns. If you use an SMS you can now record the code directly in your SMS system.

Each type of exchange student will be coded as belonging to either:

- A Government-approved Exchange Scheme (e.g. AFS, Rotary – there are 12 types); or
- A Government-approved Exchange Agreement (e.g. a school-on-school agreement. Schools are advised to have documentation to verify this).

Below is a list of the only codes to be used for exchange schemes:

Code	Exchange Scheme
01	AFS Intercultural Programmes NZ Inc
02	ARK International Educational Travel & Exchange
03	ASSE NZ
04	EF Foundation
05	IGO International Ltd
06	<i>Kiwiana Exchange (NZ) – code removed for 2009</i>
07	NZ/German Student Exchange
08	NZ Institute Of International Understanding
09	Rotary International New Zealand
10	STS High School Foundation
11	YFU New Zealand Inc
12	World Youth Service Society (WYSS)
13	NZ / France Student Exchange - new for 2009
Code	Approved School to School Exchange
99	NZ School has a partner school in another country which is approved by the NZ government.

Regular Student (RE)

A New Zealand student or a student treated for funding and staffing purposes as a New Zealand student.

Includes: Students in general classrooms and those in special needs units.

Excludes: International fee-paying students and alternative education students.

Continued on next page

Student type, continued

Kura Teina Student (KT)	<p>A student who attends a Kura Teina needs to be coded correctly in the SMS and in ENROL.</p> <p>A Kura Teina is a developing Kura which is attached to a recognised Kura Kaupapa Māori – referred to as the Kura Tuakana.</p> <p>This code (KT) should only be used by the Kura Tuakana to identify students at their Kura Teina, so that their SMS does not include them on the Roll Return of the Kura Tuakana.</p> <p>Note: If the Kura Teina uses a SMS of its own, the students should be entered as regular students (RE) and a Roll Return print-out produced as for a school.</p> <p>For further information on Kura Teina students, please refer to the section on page 26 of these guidelines..</p> <hr/>
External Student (EM)	<p>A student who attends your school for some courses but is enrolled at another school where the majority of instruction occurs.</p> <p>These students are counted on the roll of the school where the majority of instruction occurs and are therefore excluded from your school's Roll Returns.</p> <hr/>
Satellite Class Student (SA)	<p>Some schools host a special school satellite class for students with special needs. Satellite class students count on the roll of the special school and are therefore excluded from the Roll Return of the school where the satellite class is situated.</p> <hr/>
Not Attending (NA)	<p>This student type has been created to cater for those students not attending on the day of the roll count if there is no documentation to support or justify their absence from school. The NA code is for temporary absence only and should not be used for students who have left the school permanently.</p> <hr/>
Separately Funded (SF)	<p>A student is in a separately funded unit and therefore excluded from the roll count.</p>

Teacher losses - Insert E

Why do we collect this? Insert E collects information on the reasons for teacher losses **from state and state integrated schools only**. This information is used in teacher supply work and to identify trends and patterns of employment in the teaching workforce.

Format of the Insert E The Insert E lists **permanently-appointed** teachers who were on the staff of the school at the pay period in May of the previous year and who have subsequently left the state teaching service. Teachers on leave without pay during this pay period are also included as teacher losses.

Completing the Insert E Schools are asked to enter the reason that best describes the reason for each teacher leaving. A list of reasons and their codes is provided on the Insert E. There is no need to add the names of teachers who may have left this school but remain in the state teaching service.

Teacher vacancies in state schools

What is collected? This question applies to state and state integrated schools only. The question collects:

- The number and type of vacancies for full-time permanent teachers
- How many vacancies have had to be re-advertised
- How many of these the Board of Trustees is actively seeking to fill.

Note: A board would not be considered to be ‘actively seeking to fill’ a position that is not currently being advertised because it is satisfactorily filled by a limited-term appointee.

Why do we collect this? This information is used to indicate trends in staffing difficulties and to inform analysis of teacher supply issues in state and state integrated schools. For example, it may identify particular geographic or subject areas in which there is a shortage of suitable teachers.

Teaching staff at private schools

What is collected? Data about numbers of full-time and part-time teaching staff at private schools.

Why do we collect this? This information, together with data from the teachers’ payroll (in state schools), gives a fuller picture of total teacher numbers and full-time teacher equivalents employed in New Zealand schools.

Tuition Fee (for International Students)

Why do we collect this? This information will be used to calculate the Export Education Levy for international fee-paying students.

International student data collection From 2009 the International Student Levy will be calculated using data **from ENROL**. Schools will have the levy deducted from their Operating Grant on a Trimester basis (i.e. 3 times a year).

The funding system will calculate the number of tuition weeks that each international fee-paying student has been enrolled in that period and multiply by the weekly tuition fee that has been entered into ENROL for that student.

Trimester	Dates	Deducted from school operation grant installment
Trimester 1	1 January to 30 April	July
Trimester 2	1 May to 31 July	October
Trimester 3	1 August to the end of the school year	January

What is to be reported? In your SMS, an international student needs:

- The tuition fee charged for the current academic year (including GST)
- Schools providing scholarships to international students must still report the full tuition costs

In ENROL, an international student needs:

- The weekly tuition fee charged (excluding GST)

The amount must be entered in New Zealand dollars.

Export Education Levy The Export Education Levy is payable for all international fee-paying students studying in New Zealand.

The Export Education Levy is deducted from the Operations Grants of state integrated schools and from the Subsidy Grants of fully registered private schools.

For further information on the international student levy and the Export Education Levy, please refer to the 'Funding, Staffing and Allowances Handbook', which is available on the ministry's website at www.minedu.govt.nz/goto/resourcinghandbook

Enquiries Ron Ross, Administrator International Student Levies
Ministry of Education, National Office, Private Box 1666, Wellington,
telephone (04) 463 8073, facsimile (04) 499 4532
or email ron.ross@minedu.govt.nz

Tuition weeks (for International Students)

Tuition weeks This applies to International fee-paying students. This is to collect the number of weeks an for which an international student is enrolled.

Why do we collect this? Tuition weeks is used to calculate the international student levy for state schools. The levy is calculated by multiplying the number of weeks by \$22.50 for Primary and Intermediate schools. Tuition weeks is also used to calculate the fulltime equivalent of international students for school types.

Year Levels (Current and Funding)

What are the different Year Levels for? The ministry uses a system of funding students based on how many years of education they have had. There is also a need to identify the current Year Level that a student is studying at for ENROL.

Current Year Level

Current Year Level This is the Year Level **used in ENROL**. The Current Year Level (CYL) goes from Year 1 to Year 13.

Schools decide the Current Year Level (which can be known as the Learning Year Level) for their students. ENROL records the Current Year Level and increases the year level by one, at the start of each year. Schools can reset the year level for any student if necessary.

The March roll count from ENROL will be based on current year level.

Funding Year Level (previously MOE Year Level)

Funding Year Level Funding Year Level counts **for how many years of schooling a student has been enrolled**. It provides the Ministry of Education with a method of counting students for resourcing purposes which is independent of the way schools are organised or the particular programme of study that a student may be undertaking.

What it is not Funding Year Level is **not** a measure of a student's academic level. Where a student fits academically is at the principal's discretion. Thus a student's Current Year Level may be different from his/her Funding Year Level.

Continued on next page

Funding Year Level, continued

Calculating Funding Year Level

Funding Year Level for most students is **based on the date they first ever began schooling**. This is their **First schooling date** (Refer to page [19](#)).

Follow these steps to determine a student's Funding Year Level.

Step	Action						
1	Check the student's First schooling date – i.e. the date s/he started school for the very first time.						
2	Use this date to calculate the Funding Year Level. <table border="1" data-bbox="560 607 1362 752"> <thead> <tr> <th>If...</th> <th>Then Funding Year is</th> </tr> </thead> <tbody> <tr> <td>First schooling date is on or before 1 July</td> <td>1</td> </tr> <tr> <td>First schooling date is after 1 July</td> <td>0</td> </tr> </tbody> </table>	If...	Then Funding Year is	First schooling date is on or before 1 July	1	First schooling date is after 1 July	0
If...	Then Funding Year is						
First schooling date is on or before 1 July	1						
First schooling date is after 1 July	0						
3	The student retains this Funding Year for the rest of the calendar year.						
4	In January of the next year every student's Funding Year increases by one.						

Examples of Funding Year Level calculation

Example 1: Tim started school for the first time on 15 May 2007. His Funding Year was Year 1 for the rest of 2007. In January 2008 he went up to Year 2. In all of 2009 he will be in Year 3.

Example 2: Aroha started school for the first time on 2 July 2007. Her Funding Year was Year 0 for the rest of 2007. In January 2008 she went up to Year 1. In all of 2009 she will be in Year 2.

Example 3: Susan transferred to this school from another school on 10 August 2009. Her **First schooling date** (at her previous school) was 5 June 2005. Therefore in 2009 her Funding Year is Year 5, having started school for the very first time as a Year 1 in 2005.

Example of incorrect calculation: Susan (above) started at this school on 10 August 2009. If using her **First Attendance date** (at this school) instead of her **First schooling date** (at her previous school), she would register as Funding Year Level 0 in 2009. This is not correct.

How SMSs calculate Funding Year Level

SMSs calculate a student's Funding Year Level from the **First schooling date** entered for this student.

When entering this information for students who have transferred from other schools, administrators must take care to enter the correct date in that field – i.e. the date the student started school for the first time (at the other school), not the first date of attendance at this school.

Continued on next page

Funding Year Level, continued

Students starting school after age six	Students who start school after the compulsory starting age of six, such as migrant children and children who have been home-schooled, will be given the same Funding Year Level as the majority of students of the same age.
Re-setting Funding Year Level	<p>The Funding Year Level for a student may be re-set at Year 7, Year 8 and Year 9 levels only:</p> <ul style="list-style-type: none">▪ Students in their final two years of primary and intermediate schooling (Form 1 and Form 2) must have their Funding Year Level set at Year 7 and Year 8 in order to generate appropriate funding and staffing for technology▪ All students in their first year of secondary schooling will be classified in Year 9.
Funding Year Level for School Leavers	<p>Students who attend school for a brief period at the beginning of the year (and who have had their Funding Year Level incremented) and then leave before 1 March, must have their Funding Year Level decreased by one, back to the Year Level they had at the end of the previous school year.</p> <p>This is so that their correct Year Level is reported on the school leaver tables.</p>
Returning students	Students over the age of 16 who have been away from schooling for a period of at least one year will take up the same Funding Year Level that they had when they left.
Returning adult students	Returning adult students over the age of 19 on 1 January of the roll count year who return to school, will assume the Funding Year Level corresponding to the level at which the majority of their subjects are being taken.
Funding Year Level vs Current Year Level	<p>In the past there has been confusion between:</p> <ul style="list-style-type: none">▪ Year Level as required for Roll Returns; and▪ Year Level as a way of allocating a class or academic level for a student within the school (Current Year Level). <p>To prevent further confusion, Year Levels in the Roll Return context will be known as Funding Year Level.</p> <p>The March roll count will use Funding year level for the Maori language table. The July roll count and Maori language tables will use funding year level.</p>

Zoning status

Definition	<p>Zoning status applies to state (non-integrated) schools only.</p> <p>In a school that has a Ministry of Education approved enrolment scheme, a student's zoning status indicates whether s/he resides inside or outside the school zone. It is based on his/her address on the date of first attendance at the current school.</p> <p>A student's zoning status does not change while s/he is enrolled at your school. The exception to this is if the student re-enrols at your school after attending another school, the date and zoning status of the re-enrolment will become the new date and status of first attendance.</p>
Why do we collect this?	<p>The information collected from the relevant schools assists the ministry in making decisions about the provision of accommodation.</p>
Does my school have an enrolment scheme?	<p>You will probably be aware if your school has a ministry-approved enrolment scheme. If you are in any doubt, contact your local office or refer to www.schoolzones.co.nz</p> <p>Private schools do not have ministry-approved enrolment schemes.</p> <p>If your school does not have a ministry-approved enrolment scheme then you do not need to complete the table for question 6 in the March Roll Return.</p>
Enrolment scheme vs. Zoning	<p>Kura Kaupapa Māori, designated character schools, special schools and state integrated schools may have an approved enrolment scheme but they will not have a zoning component and therefore do not need to provide information about their enrolment scheme.</p>
Recording students' zoning status	<p>There are three codes to record zoning status:</p> <ul style="list-style-type: none">▪ In zone – student resides inside the school's zone on the date of first attendance or re-enrolment after the student has left the school roll and return again▪ Out of zone – student resides outside of the school's zone on the date of first attendance or re-enrolment after the student has left the school roll and return again.▪ NAPP – Not applicable.
Who is coded NAPP?	<p>The following students must be coded as NAPP (Not applicable):</p> <ul style="list-style-type: none">▪ All students whose date of first attendance at your school is prior to the effective date of your school's enrolment scheme▪ All international fee-paying students and students attending your school but enrolled elsewhere▪ Students that are boarding at the school hostel.

Continued on next page

Zoning status, continued

Schools with SMSs Your SMS should include the facility for you to indicate whether you have an enrolment scheme. If you do not have an enrolment scheme, your SMS should automatically default all your students to the 'Not applicable' (NAPP) status.

More information You can find more information at www.minedu.govt.nz/goto/enrolmentschemes





Contact Details and Links

Roll Returns Help

For further information about:

- completing your Roll Return
- assistance with developing an enrolment form for your school

please contact:



Andrea Jones	
 Mail <p>Data Management Unit Ministry of Education P O Box 1666 Wellington</p>	 Phone 04 463 8070  Fax: 04 463 8088  Email school.returns@minedu.govt.nz

Other Help

For further information about:

- funding or staffing entitlements
- e-admin/Leadspace access
- ENROL

please contact:

Contact Centre	
 Phone 04 463 8383	 Email e.admin@minedu.govt.nz

About SMSs

Schools using an SMS should contact their SMS suppliers if they experience any difficulties using their software.

Links to useful website addresses

The following ministry website addresses may be accessed for further information.

Roll Return Links	Documents at this website
www.educationcounts.govt.nz/goto/data-collections	<ul style="list-style-type: none"> ▪ Roll Return Guidelines 2009 ▪ March Roll Returns ▪ July Roll Returns ▪ Code Sets ▪ School numbers and names
Other Links	
www.minedu.govt.nz/Circulars	Education circulars
www.minedu.govt.nz/goto/resourcinghandbook	Resourcing handbook
www.minedu.govt.nz/goto/sms	Information on SMS project initiatives
www.educationcounts.govt.nz/goto/smsrollreturns	SMS Roll Return manual

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