

RS35

Annual Return of Students at Intermediate Schools at 1 March 2008

**Roll count
date is
3 March 2008**

PLEASE

- Check your address and contact details and correct where appropriate
- Read the Introductory Notes on the next page
- Then go to Question 1

Location:

Street/Road:

Suburb/Locality:

Town/City/District:

Contact Details:

Telephone number:

Facsimile number:

Administration email address:

Confidential email (Principal):

Internet homepage address:

Classifications:

Type of school:

Authority:

Definition:

Affiliation:

Electorate:

Ministry Local Office:

Gender of school:

Boarding Facilities:

Gender and Year range:

Integrated Schools only:

Non-preference percentage:



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

**PLEASE RETURN
THIS FORM BY
13 March 2008**

INTRODUCTORY NOTES

Please read the following notes carefully before completing your return

Dates:

Roll count date	Monday 3 March 2008
Due date	Thursday 13 March 2008

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 Thursday 13 March**. Refer to the Funding, Staffing and Allowances Handbook.

Instructions:

Before completing this roll return **please read** the *2008 Roll Return Guidelines – Primary and Intermediate Schools* booklet which was sent out to school principals in November 2006. This provides details to assist you in completing this return. A copy of this document is also available on the Ministry of Education website www.educationcounts.govt.nz/goto/guidelines

Page references to the Guidelines booklet:

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Consistency between tables

- **Question 2 – International Students:** The numbers of International fee-paying students, and NZAID-funded students must agree with the totals of these students in columns 2 and 3 in Question 3. Numbers must also agree by Funding Year Level and gender.
- **Question 4 – Māori Language Learning:** The total number of students at each Funding Year Level across all learning levels cannot be greater than the total number of students in each Funding Year Level in Question 3. The number of Māori students in any cell (box) cannot be greater than the number of 'All' students in the cell above.
- **Question 5 – Previous School:** The gender totals in Question 5 must equal the Year 7 gender totals in column 1 of Question 3.
- **Question 6 – Zoning Status:** The total at each Funding Year Level in Question 6 must equal the sum of the male and female students at each Funding Year Level in column 1 of Question 3.
- **Question 10 – Teacher vacancies:** The number of vacancies in Question 10.3 must not exceed the number in Question 10.2, and the number of vacancies listed in Question 10.4 must equal those in Question 10.3.

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.

Question 1 – Student Management Systems (SMS)

1.1 Are your student records kept on an SMS?

No → Go to Question 2
Yes → Go to Question 1.2

1.2 Please tick the type of SMS used in your school:

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

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

1.3 Are print-out tables from your SMS attached to this form?

Yes → Go to Question 2
No → Please explain why not

Please explain why your SMS tables are not attached

Question 2 – International students

Do any International students attend your school at 3 March 2008?

No



Go to Question 3

Yes



Read the instructions below,
then give details on the next
page.

Instructions

- Schools with an SMS please append **Table M2**.
- Schools not using an SMS please follow the instructions below.
- **Country of Citizenship:** Please enter correct codes. A list of country codes can be accessed on the Ministry of Education website: www.minedu.govt.nz/goto/schoolrollreturns. Note that the correct code for students from South Korea is KOR (not PRK).
- **Type of Overseas Student:** Please list International exchange students first, then NZAID-funded, then International fee-paying students.
 - EX International Exchange
 - FE NZAID-funded
 - FF International fee-paying
- **Part-time overseas students:** This is for overseas students who are attending your school part-time. Please enter their FTE (Full-time equivalent) in this column.
- **Tuition Fees:** The fee to be entered is the amount charged for this academic year (or proportion of the year for which the student is enrolled), not just that portion of the fee that has been paid to date.
- **Tuition weeks:** This is to record the number of tuition weeks the students are attending this academic year (refer page 35 of the *2008 Roll Return Guidelines*).
- **Exchange Scheme:** The list of exchange schemes are listed in the guidelines on page 32.

Question 2 continued – International students

- Please list International exchange students (EX) first, then NZAID-funded (FE), then International fee-paying students (FF).
- If your school has more than 20 International students please photocopy this page and attach the extra pages to your return.

	Name (for audit purposes only)	Gender (M or F)	Date of Birth dd/mm/yyyy	Country of Citizenship Please use MOE codes	Type of International Student codes on page 5	Type of Exchange scheme	Date of Enrolment dd/mm/yyyy	Funding Year Level	Full-time equivalent (FTE) of Part-time Students	Number of Tuition weeks	Total tuition fees charged for <u>this year</u> in \$NZ including GST
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Total Number of Students for each type	International exchange		NZAID-Funded		International Fee-Paying	
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Question 3 – Roll by Type of Student

Give details of the total number of students on your school roll at 3 March 2008.

- Schools with an SMS please append **Table M3**.
- Schools not using an SMS calculate all totals for each column and each row.

Type of Student Funding Year Level		1		2		3		4		
		Number of Regular Students		Number of NZAID-funded Students		Number of International Fee-paying Students		Total Number of Students (Add across columns 1 to 3)		
		Male	Female	Male	Female	Male	Female	Male	Female	Total
Y7										
Y8										
TOTAL ROLL										

Question 4 - Māori Medium Education

Below is a summary of the numbers and levels of Māori Medium Education you reported in your **July 2007** roll return.

(Note: as Levels 5 and 6 are not eligible for Māori Language Funding, they are not included in this summary.)

Please check the numbers and levels you are reporting in this roll return (**March 2008**), against the ones in the July 2007 summary below.

Summary of what you reported in July 2007		
	July 2007 actual numbers	Predicted numbers for March 2008
	Total number of students (Including Māori)	Total number of students (Including Māori)
Level 1		
Level 2		
Level 3		
Level 4a		
Level 4b		

If there are any significant differences between your predicted numbers and those actually taking part this year please provide an explanation in the box below. This will assist Data Management staff with the processing of this roll return.

Please explain any differences here:

Question 4 continued – Māori Medium Education

Does your school provide Māori-medium Education or teach Te Reo or Taha Māori at 3 March 2008?

No → Go to Question 5

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

- Schools with an SMS, please append **Table M4**
- Students must be counted ONCE only, at their HIGHEST level
- Remember to also complete the 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	Y7	Y8	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 – Previous School

Please list the schools that contribute to your first-year intake (Year 7) from largest to smallest contributors.

- Schools with an SMS, please append **Table M5**.
- **Exclude** International fee-paying and NZAID-funded students.
- Please enter each school's Ministry of Education number. A list of school code numbers can be accessed on the Ministry of Education's website www.educationcounts.gov.nz key word 'codes'
- If you need to list more than 16 schools, please photocopy this page and append.

MoE Number of Previous School	Name of Previous School	Males	Females	TOTAL
Please do NOT leave blank				
TOTAL				

Question 6 - Zoning Status

A student's zoning status indicates whether a domestic regular student resides inside or outside of the School Zone at their date of first attendance at your school. This information will assist the Ministry to make decisions about the provision of accommodation for non-integrated state schools with Ministry of Education-approved enrolment schemes.

6.1 Is your school a state school?

Yes → Continue to Question 6.2

No → Go to Question 7

6.2 Does your school have a Ministry-approved enrolment scheme operating at 3 March 2008?

No → Go to Question 8

Yes → Give details in Questions 6.3 and 6.4

6.3 On which date did your enrolment scheme take effect?

dd / mm / yyyy

6.4 Give details below of the number of regular students by their Zoning Status

- Schools with an SMS please append **table M6**.
- Zoning Status is based on the student's address **at the time of enrolling** at this school (Refer to page 38 of the *2008 Roll Return Guidelines*).
- **Exclude:** International fee-paying and NZAID-funded students.

Funding Year Level	Number of Regular Students by Zoning Status			
	IN Zone	OUT of Zone	Not Applicable	Total
Y7				
Y8				
Total				

Question 7 – Teaching Staff in Private Schools

Is your school a private school?

No → Go to Question 8
Yes → Give details below

Private Schools please give details below of all teaching staff, then go to Section 14.

Do not include teacher's aides, clerical, or cleaning staff.

How many FULL-TIME teaching staff do you have at 3 March 2008?

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

How many PART-TIME teaching staff do you have at 3 March 2008?

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

For how many **hours** are your PART-TIME teaching staff employed during the week 3 March to 7 March 2008?

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

Question 8 – Peak Rolls

8.1 Is your school a State or State Integrated School?

No → Go to Section 14
Yes → Give details below

8.2 Give details of your school's peak roll numbers for regular students in 2007.

Exclude: International fee-paying and NZAID-funded students.

2007 peak roll

Month of 2007 peak roll

8.3 Give details of your school's estimated peak roll numbers for 2008, 2009 and 2010.

Exclude: International fee-paying and NZAID-funded students.

Estimated 2008 peak roll

Estimated 2009 peak roll

Estimated 2010 peak roll

Question 9 – Off-site Class / Unit / Activity Centre

Does your Board of Trustees operate - or have oversight of - an off-site class, unit or activity centre, or enrol students who are taught at another school?

No → Go to Question 10

Yes → Give details below

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

Note: Do **not** include situations where students from other schools come to your school for Technology tuition or vice versa.

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

Question 10 – Vacancies for Full-time Permanent Teachers

10.1 At 3 March 2008 do you have any vacancies for FULL-TIME PERMANENT teachers that:

- have been advertised on or before 3 March 2008
AND
- for which no permanent appointment has been made?

No ➔ Go to Question 11

Yes ➔ Go to Question 10.2

10.2 Number of vacancies (that fit the above criteria) for FULL-TIME PERMANENT teachers at 3 March 2008

10.3 How many of these vacancies (in 10.2 above) are you ACTIVELY SEEKING TO FILL at 3 March 2008?

10.4 Give details below of the vacancies for FULL-TIME PERMANENT teachers counted in 10.3 above.

	Type of position (Use codes below)	List the main subject area of the position (Use codes below)	Date position first advertised	Has the position been re-advertised because no suitable appointment could be made?	How is the position currently being covered? (Use codes below)	Is the position being covered by a trained teacher?	Reason for vacancy (Use codes below)
e.g.	BAS	GENR	18/12/2007	YES / NO	LTA	YES / NO	RET
				YES / NO		YES / NO	
				YES / NO		YES / NO	
				YES / NO		YES / NO	

Type of Position

BAS Basic scale teacher
MGM * Management position
PRN Principal
THE Therapist

* Management component must be 0.3 or greater to count as a Management position (MGM)

Subject Area Codes

GENR General
MAOR Māori bilingual / immersion
MGMT Management (for principals)
PIBL Pacific Island Bilingual position
SPPR Special Education Programme
TECN Technology (Home economics, Manual training)

How Position is Covered

CMB Incumbent
COR Correspondence
DRE Day-to-day relief
ESS Emergency Staffing Scheme
INT Internal arrangement
LTA Limited term appointment for up to one year
NAP Not applicable (new position only)

Reason for Vacancy

DCD Deceased
DIS Dismissed
LFT Left teaching (in schools)
MOV Moved to another school
NEW New position
PER Personal reasons
PRO Internal promotion
RET Retired
ROG Roll growth

Question 11 - Limited Term Appointments and Day-to-day Relieving

Indicate with a tick on the scale below, the average degree of difficulty you have had in filling LIMITED TERM APPOINTMENTS and finding teachers for day-to-day relieving, so far this term.

	Not applicable	No difficulty	Difficult on occasions	Difficult	Unable to obtain
Limited term full-time					
Limited term part-time					
Casual relieving (day-to-day)					

Section 12 – Insert C – Board of Trustees Membership

The information on your Insert C is for State and State Integrated Schools only and is taken from the Ministry's database.

Please amend Insert C to accurately reflect the composition of your Board of Trustees at 1 March 2008:

- Cross off the names of all those who are no longer members of the board
- Check carefully all details of each remaining listed member and correct if necessary
- Add names and all other relevant details of any newly elected, appointed, or co-opted board members
- Include names and details of the principal, staff and student representatives
- Remember to answer the questions on Insert C about combined Boards of Trustees and the number of Parent Representatives.

Section 13 - Staffing Confirmation

State and State Integrated schools will receive confirmation of their staffing entitlement as soon as possible after this return is processed.

For further information about staffing, please refer to Chapter Two of the *Funding, Staffing and Allowances Handbook*, which is available on the Ministry of Education's website at www.minedu.govt.nz/goto/resourcinghandbook.

For queries regarding staffing entitlement please contact the Resourcing Helpline on (04) 463 8383.

Section 14 – Sign-off by Principal

TO BE COMPLETED BY THE PRINCIPAL:

I certify that I have checked the information contained in this return and that, to the best of my knowledge, it is true and correct in every particular and I have kept:

- (a) a listing of all Māori students counted in a Te Reo or Immersion class, showing the level at which they are being claimed;
- (b) an alphabetical listing of all students attending the school at the roll count date showing the class (form, whānau) groups to which they have been allocated;

In addition, schools who prepare their return by computer, and/or use a computerised attendance register must also keep:

- (c) a set of class lists at the roll count date, signed by the individual teachers.

Print Name

Signature

Date

Section 15 – Sign-off by Board of Trustees Chairperson

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

I certify that I have checked the information contained in this return and, to the best of my knowledge, it is true and correct in every particular.

Print Name

Signature

Date

Note: Wrongful claims for Public Monies can be an offence under the Crimes Act 1961, and the Public Finance Acts 1977 and 1989.

Section 16 – IMPORTANT REMINDER

- Please do **NOT SEND ANY LISTS** with student names on them to Data Management. This includes Audit lists, Māori Language Resourcing lists, class lists or any other lists.
- The lists referred to in Section 14 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 17 – Checklist

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

March Return Checklist	✓
Your school's contact details on the front page of this form have been checked and amended where necessary.	
Every question on the RS form is complete, including those that are not covered by SMS tables.	
Computer-generated tables, where applicable, have been checked by the Principal and are attached. <i>(If print quality is poor, please transfer figures to RS form.)</i>	
Where tables have been completed manually, totals have been calculated for each row and each column. Totals have been checked for consistency between questions as detailed in the Introductory Notes.	
Details in Question 18 (overleaf) have been completed.	
One copy of the RS form, and copies of the computer-generated-tables and audit lists are filed for school records .	
The principal has checked and signed both forms.	
The Board of Trustees chairperson has checked and signed both forms.	
You are now ready to post in this form	
Upload your electronic student data file to the Ministry	

18 Who should we contact at your school if we need to confirm any details on this return?

Name

Designation

Direct email address

Direct telephone or school extension number

19 The following must be retained at school for audit purposes:

- One copy of the completed RS35 return (identical to the one you send to the Ministry)
- All required student lists as detailed in section 14
- SMS tables (where applicable)

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

20 The following must be returned to the Ministry no later than Thursday 13 March 2008:

- One copy of the completed RS35 return
- SMS tables (where applicable)

DO NOT include your students lists. Keep these at your school.

Please use the reply paid envelope to send your return to:

*Free Post Authority Number 159045
Data Management Unit
Ministry of Education
Private Box 1666
WELLINGTON*

**If you have any problems completing this return please contact
Andrea Jones, Ministry of Education, National Office, Wellington**

Telephone: (04) 463 8070, fax: (04) 463 8088 or

Email: school.returns@minedu.govt.nz

MINISTRY USE ONLY

	Date	Initials
Received		
DE Part 1		
Pt 1 & 2 Checked		
DE Part 2		

	Date	Initials
Edits		
1-to-1 checks		
Signatures checked		
Completed		