

# Supplementary Form for Kura Tuakana

## Annual Return of Students at Kura Teina at 1 March 2008

Kura Teina:

Kura Tuakana:

Kura Teina Type:

**Roll count  
date is  
3 March 2008**

Please check below the postal address, location and contact details for this Kura Teina and correct or complete where necessary.

**Kura Teina Postal Address:**

Box / RD:

Suburb:

Town/City/District:

Post Code:

**Kura Teina Location:**

Street/Road:

Suburb/Locality:

Town/City/District:

**Contact Details:**

Telephone number:

Facsimile number:

Administration email address:

The headteacher of the Kura Teina must complete and sign this form but it must also be checked and signed by the Principal of the Kura Tuakana. The Chairperson of the Kura Tuakana Board of Trustees must also check and sign it.

**This form is to be returned by the Kura Tuakana Principal with the RS form for the Kura Tuakana (and any other Kura Teina forms if applicable) by 13 March 2008** to the Ministry of Education's Data Management Unit.



**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
Form to Kura Teina	Wednesday 5 March 2008
Form back to Kura Tuakana	Monday 10 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* 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](http://www.educationcounts.govt.nz/goto/guidelines)

## Page references to the Guidelines booklet:

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## Consistency between tables

- **Question 3 - 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 *unless part-time students are included*. The number of Māori students in any cell (box) cannot be greater than the number of 'All' students in the cell above. **Please remember to complete the second row for each level**, even if all your students are Māori.
- **Question 5.1 and 5.2 – School Leaver tables:** The gender totals in each ethnic group in question 5.1 must agree with the gender totals in each ethnic group in question 5.2.

## 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

**1.1** Are your student records kept on a computerised student management system (SMS)?

No  → Go to Question 2

Yes  → Go to Question 1.2

**1.2** Please tick the type of student management system used in your Kura Teina:

✓	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:	

**Note:** If a Kura Teina uses **their own** SMS the students attending the Kura Teina should be entered as **regular** students (RE) and a roll return produced as for a composite school or a primary school as appropriate. They should not be coded as KT.

The KT code is to allow Kura Tuakana to enter students from their Teina on their SMS but exclude them from the Tuakana roll count. Students coded as **KT** (Kura Teina) **are not counted** on the roll return of the Kura Tuakana.

**1.3** Are printout tables from your SMS attached to this form?

Yes  → Go to Question 2

No  → Please explain why not

Please explain why your SMS tables are not attached

## Question 2 – Roll by Type of Student

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

- Kura Teina with an SMS please append **Table M3**.

Type of Student  MOE Year Level	1		2		3		4		5		
	Number of Full-time Regular Students		FTE of Part-time Regular Students <small>(round to nearest whole number)</small>		Number of Full-time Adult Students		FTE of Part-time Adult Students <small>(round to nearest whole number)</small>		Total FTE of Students		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Y1											
Y2											
Y3											
Y4					Do not enter figures in shaded area						
Y5											
Y6											
Y7											
Y8											
Y9											
Y10											
Y11											
Y12											
Y13											
Y14											
Y15											
<b>TOTAL ROLL</b>											

### **Question 3 - 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.

<b>Summary of what you reported in July 2007</b>		
	<b>July 2007 actual numbers</b>	<b>Predicted numbers for March 2008</b>
	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 3 continued – Māori Medium Education

Give details below of the numbers of students in Māori-medium Education or learning Te Reo or Taha Māori at 3 March 2008.

- Kura Teina with their own SMS, please append **Table M4**
- Students must be counted ONCE only, at their HIGHEST level
- Remember to also complete the 2<sup>nd</sup> row of each level - even if all your students are Māori.

		Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
<b>Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)</b>	<b>Level 1</b> (81-100%)	Curriculum <b>taught in Māori</b> 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)																	
	<b>Level 2</b> (51-80%)	Curriculum <b>taught in Māori</b> 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)																	
	<b>Level 3</b> (31-50%)	Curriculum <b>taught in Māori</b> 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)																	
	<b>Level 4(a)</b> (12-30%)	Curriculum <b>taught in Māori</b> for more than 3 and up to 7.5 hours per week	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	
<b>Te Reo Māori: Students learn Te Reo Māori as a separate subject</b>	<b>Level 4(b)</b>	Students learning Te Reo Māori <b>for at least</b> 3 hours per week	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	
	<b>Level 5</b>	Students learning Te Reo Māori <b>for less than</b> 3 hours per week	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	

## **Question 4 – Peak Rolls**

**4.1** Give details of your Kura Teina's peak roll numbers for regular students in 2007.

2007 peak roll

Month of 2007 peak roll

**4.2** Give details of your Kura Teina's estimated peak roll numbers for 2008, 2009 and 2010.

Estimated 2008 peak roll

Estimated 2009 peak roll

Estimated 2010 peak roll

## Question 5 - School Leavers 2007

Questions 5.1 and 5.2 collect information on the number of students leaving school to enter the New Zealand workforce, or further education or training in New Zealand.

### Instructions

- Please read the following pages and refer to the 2008 Roll Return Guidelines: page 35 (Secondary Qualifications)
- Schools with an SMS please append **Tables SL1 and SL2**.
- There is an extra row, **outside of the totals row**; to indicate how many students included in the table attained University Entrance (UE).

If you had no School Leavers in 2007, please complete the box below, then continue to Question 6.

<b>NIL RETURN</b> If you have no 2007 School Leavers please indicate a Nil Return by ticking the box and give the reason (E.g. a school with no students older than 15 years).	Please tick if your school has no 2007 School Leavers <input type="checkbox"/>	Reason:
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### 2006 School Leavers Comparison (Previously Insert A)

The following information on your school leaver patterns are provided to assist you in checking the school leaver data that you are providing this year. The following information was collected in your 2006 school leavers and reports only the fulltime regular students and fulltime adult students.

Students leaving your school with:	For 2006 leavers you reported:
NCEA Level 3 or other Level 3 NQF Qualification	
No formal attainment	

Check that the numbers you report in this return are **consistent** with your expectations.

## 5.1 2007 School Leavers by Highest Attainment and Ethnicity

- Kura Teina with their own SMS please append **Table SL1**.
- Show each school leaver by their **highest** attainment only.
- Count **all** credits obtained by the student irrespective of where they are assessed e.g. school, workplace, polytechnic, private training establishment.

Ethnicity \ NQF Attainment	NZ European/ European/Pākehā		Māori		Pacific peoples		Asian		Other (e.g. South American/African)		Total by Gender		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
NZ Scholarship award or NQF Qualification at Level 4 or higher													
NCEA Level 3 or other Level 3 NQF Qualification													
30+ credits at Level 3 or above													
NCEA Level 2 or other Level 2 NQF qualification													
30+ credits at Level 2 or above													
NCEA Level 1 or other Level 1 NQF Qualification													
40+ credits at any level <b>including</b> literacy & numeracy for NCEA Level 1													
40+ credits at any level <b>without</b> literacy & numeracy for NCEA Level 1													
14 – 39 credits at any level <b>including</b> literacy & numeracy for NCEA Level 1													
14 – 39 credits at any level <b>without</b> literacy & numeracy for NCEA Level 1													
1 – 13 credits at any level													
No formal attainment													
<b>TOTAL</b>													
<b>Number of students with UE included in total</b>													

## 5.2 2007 School Leavers by Funding Year Level and Ethnicity

- Kura Teina with their own SMS please append **Table SL2**.

Ethnicity \ Funding Year Level	NZ European/ European/ Pākehā		NZ Māori		Pacific peoples		Asian		Other (e.g. South American/African)		Total by Gender		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Year 9													
Year 10													
Year 11													
Year 12													
Year 13													
Year 14													
Year 15													
TOTAL													

## 6 TO BE COMPLETED BY THE KURA TEINA HEAD TEACHER:

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 and I have provided the principal of the Kura Tuakana with:

- (a) a listing of all students in Years 11, 12 and 13 showing details of the courses they are following;
- (b) a listing of all Māori students counted in a Te Reo or Immersion class, showing the level at which they are being claimed;
- (c) an alphabetical listing of all students attending the Kura Teina at the roll count date showing the class (form, whānau) groups to which they have been allocated;

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

- (d) a set of class lists at the return date, signed by the individual teachers.

Print Name

Signature

Date

## 7 TO BE COMPLETED BY THE KURA TUAKANA PRINCIPAL:

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 and I have kept:

- (e) a listing of all students in Years 11, 12 and 13 showing details of the courses they are following;
- (f) a listing of all Māori students counted in a Te Reo or Immersion class, showing the level at which they are being claimed;
- (g) an alphabetical listing of all students attending the school at the roll count date showing the class (form, whanau) groups to which they have been allocated;

*In addition, for Kura Teina who prepare their return by computer, and/or use a computerised attendance register I have kept:*

- (h) a set of class lists at the return date, signed by the individual teachers.

Print Name

Signature

Date

## 8 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

## **Section 9 – 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 Sections 6 and 7 above are to be **kept at the school**, for your own records. These must be available when roll auditors come to your school.
- Any lists that are sent to us will **not** be returned. They will be destroyed.

## Section 10 – Checklist

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

March Return Checklist	✓
Your Kura Teina's <b>contact details</b> on the front page of this form have been checked and amended where necessary.	
<b>Every</b> question on the RS form is complete, <b>including</b> those that are not covered by SMS tables.	
Computer-generated tables, where applicable, have been <b>checked</b> by the Kura Teina Head Teacher and the Kura Tuakana Principal and are attached. <i>(If print quality is poor, please transfer figures to RS form.)</i>	
Where tables have been completed manually, <b>totals have been calculated</b> for each row and each column. Totals have been <b>checked for consistency</b> between questions as detailed in the Introductory Notes.	
Details in Question 11 (overleaf) have been completed.	
One copy of the supplementary form, and copies of the computer-generated tables and audit lists are <b>filed for school records</b> .	
The headteacher of the Kura Teina has <b>checked</b> and <b>signed</b> both forms.	
The principal of the Kura Tuakana has <b>checked</b> and <b>signed</b> both forms.	
The Board of Trustees chairperson has <b>checked</b> and <b>signed</b> both forms.	

**11 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

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

- One copy of the completed supplementary form for Kura Teina
- All required student lists as detailed in Question 6

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

**13 One copy of the completed Supplementary Form for your Kura Teina **must be returned to the Ministry no later than Thursday 13 March 2008**, along with the Roll Return for the Kura Tuakana:**

Do not include your student lists. Keep these at the Kura Tuakana.

*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](mailto: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		