

# Supplementary Form for Host Schools of Teen Parent Units

## Annual Return of Students in Teen Parent Units at 1 March 2008

Teen Parent Unit:

Host School:

TPU Maximum Roll:

**Roll count  
date is  
3 March  
2008**

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

**Teen Parent Unit's Postal Address:**

Box / RD:

Suburb:

Town/City/District:

Post Code:

**Location of Teen Parent Unit:**

Street/Road:

Suburb/Locality:

Town/City/District:

**Contact Details:**

Telephone number:

Facsimile number:

Administration email address:

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

**The host school Principal must return this completed supplementary form with their completed host school RS40 form to the Ministry's Data Management Unit by 13 March 2008.** The address details are on the back page of this form.



**MINISTRY OF EDUCATION**

*Te Tāhuhu o te Mātauranga*

**HOST SCHOOL:  
PLEASE RETURN THIS  
FORM WITH YOUR  
COMPLETED RS 40 FORM  
BY 13 March 2008**

# INTRODUCTORY NOTES

Please read the following notes carefully before completing your return

## Dates:

Roll count date	Monday 3 March 2008
Form to TPU	Wednesday 5 March 2008
Form back to Host school	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 – Secondary, Area (Composite) and Special 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](http://www.educationcounts.govt.nz/goto/guidelines)

## Page references to the Guidelines booklet:

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## Consistency between tables

- **Question 3 – all students at the TPU:** This table represents the sum of the figures from Question 1 and 2. Therefore the gender totals by Funding Year Level (each row) in this Question must equal the combined gender totals by Funding Year Level from Questions 1 and 2. Similarly the gender totals by Student Type (each column) must equal the combined gender totals by Student Type from Questions 1 and 2.
- **Question 4 – Māori Language Learning:** The total number of students at each Funding Year Level across all learning levels should not be greater than the totals for each Funding Year Level in Question 3 *unless part-time students are included*. And the number of Māori students in any cell (box) must not be greater than the number of 'All' students in the cell above.
- **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.

## Maximum Roll

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

## Information Privacy

The data collected through the RS form is required for the management of educational programmes, resource allocation, to support policy analysis/decision-making and for national and international reporting purposes. Information relating to individual students and staff members employed by the school will be treated as confidential by the Ministry of Education and access to the information will be restricted to a small number of authorised personnel working within the Ministry. Release of this information outside the Ministry will only occur in aggregate statistical form and no information which identifies individuals will be made available to any individual, group or agency outside the Ministry.

### Student Types for TPU

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

## Question 1 - Number of ELIGIBLE and ENROLLED Students

Give details below of the FTE (Full-time equivalent) of ELIGIBLE and ENROLLED students ONLY on the roll of this Teen Parent Unit at 3 March 2008.

- For definitions of Student Types please see the table on page 3 in the Introductory Notes section of this form.
- Students recorded in this question must not be included on the roll return of the host school.
- The total number of students recorded here must not exceed the maximum roll (printed on the front of this form) for your TPU.
- Any regular students in excess of the maximum roll attending this TPU must be counted instead in Questions 2 and 3 and on the host school roll return to generate appropriate resourcing.
- Count as TPU Regular Adults only those students aged 19 years or older at 1 January 2008 who were enrolled and attending the TPU prior to their 19<sup>th</sup> birthday.
- Returning Adult students must not be recorded here; instead they should be included in Questions 2 and 3 **and** on the host school roll return.
- Please calculate all totals for each row and each column.
- Students aged less than 16 years cannot be part-time.

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

## Question 2 - Number of OTHER Students

Give details below of the FTE (Full-time Equivalent ) of OTHER students attending this Teen Parent Unit at 3 March 2008.

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

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

## Question 3 - Number of ALL Students attending this TPU

Give details below of the FTE (Full-time Equivalent ) of ALL students attending this Teen Parent Unit at 3 March 2008.

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

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

All students attending this Teen Parent Unit at 3 March 2008															
MOE Year Level	1		2		3		4		5		6		7		
	Number of Full-time Regular TPU Students		FTE of Part-Time Regular TPU Students [Must be aged 16+] (Round to nearest whole number)		Number of Full-time Adult TPU Students		FTE of Part-time Adult TPU Students (Round to nearest whole number)		Numbers of Full-time Returning Adult Students attending the TPU		FTE of Part-time Returning Adult Students attending the TPU (Round to nearest whole number)		Total FTE of OTHER Students		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Y9															
Y10															
Y11															
Y12															
Y13															
Y14															
Y15															
<b>TOTAL ROLL</b>															

## Question 4 – Māori Medium Education

Does your Teen Parent Unit provide Māori-medium Education or teach Te Reo or Taha Māori to Eligible and Enrolled students at 3 March 2008?

No  → Go to Question 5

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

- Students must be counted ONCE only, at their HIGHEST level
- Remember to also complete the 2<sup>nd</sup> row of each level - even if all the students in that level are Māori
- **Exclude:** students learning through the Correspondence School

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
<b>Māori-Medium Education:</b> 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)								
<b>Te Reo Māori:</b> 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)								
<b>Taha Māori:</b> Students learn Māori songs, greetings and simple words	Level 6	Other students (not already counted above) who are learning Taha Māori only	Total number of students (Māori and Non-Māori)								
			Number of Māori students (included above)								

## Question 5 - School Leavers 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

- Please refer to page 35 of the 2008 Roll Return Guidelines.
- 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

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 HOST SCHOOL PRINCIPAL:**

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

- a) a listing of all students in Years 11, 12 and 13 showing details of the courses they are following;
- b) a listing of all Māori students counted in a Te Reo or Immersion class showing the level at which they are being claimed.

Print Name

Signature

Date

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

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

Print Name

Signature

Date

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

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

Print Name

Signature

Date

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

## **Section 9 – IMPORTANT REMINDER**

- Please do **NOT SEND ANY LISTS** with student names on them to 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 Supplementary Form.

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

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

Name

Designation

Direct email address

Direct telephone or school extension number

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

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

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

**13 One copy of the completed Supplementary Form for your Teen Parent Unit **must be returned to the Ministry no later than Thursday 13 March 2008, along with the RS40 for the host school:****

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

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

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

**If you have any problems completing this return please contact**

**Dom Gibbs, Ministry of Education, National Office, Wellington**

**Telephone: (04) 463 8148, fax (04) 463 8088 or**

**Email: [school.returns@minedu.govt.nz](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		