

RS34

Annual Return of Students at Special Schools at 1 March 2008 and School Leavers for 2007

**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 – 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

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 7 and 8 in Question 3 *unless any of the* International students are part-time. 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 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.
- **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.
- **Question 6 – Teacher vacancies:** (For state and state integrated schools only). The number of vacancies in Question 6.3 must not exceed the number in Question 6.2, and the number of vacancies listed in Question 6.4 must equal those in Question 6.3.

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 Continued – International students

Please list International exchange students first, then NZAID-funded, then International fee-paying students.

1	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 Please use codes (on p.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
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 FTE (Full-time equivalent) of students on your school roll at 3 March 2008.

- Schools with an SMS please append **Table M3**
- The **FTE of part-time Regular and part-time Adult students** is to be calculated by summing the FTEs of students with the SAME Funding Year Level and Gender, and rounding each of these sums to the nearest whole number (Refer to section on Full-time Equivalent in the *2008 Guidelines*, page 25).

Type of Student Funding Year Level		Students Eligible for Ministry Operational Funding								Other Students											
		1		2		3		4		5		6		7		8		9			
		Number of Full-time Regular Students		FTE of Part-Time Regular Students		Number of Full-time Adult Students		FTE of Part-time Adult Students		Eligible for MoE Operational Funding (Add across columns 1 to 4)		Alternative Education Students		FTE of NZAID-funded Students		FTE of International fee-paying Students		Total FTE of Students (Add across columns 5 to 8)			
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
Y1																					
Y2																					
Y3																					
Y4					Do not enter figures in shaded areas																
Y5																					
Y6																					
Y7																					
Y8																					
Y9																					
Y10																					
Y11																					
Y12																					
Y13																					
Y14																					
Y15																					
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	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)	Level 1 (81-100%)	Curriculum taught in Māori for more than 20 and up to 25 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
	Level 2 (51-80%)	Curriculum taught in Māori for more than 12.5 and up to 20 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
	Level 3 (31-50%)	Curriculum taught in Māori for more than 7.5 and up to 12.5 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
	Level 4(a) (12-30%)	Curriculum taught in Māori for more than 3 and up to 7.5 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
Te Reo Māori: Students learn Te Reo Māori as a separate subject	Level 4(b)	Students learning Te Reo Māori for at least 3 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
	Level 5	Students learning Te Reo Māori for less than 3 hours per week	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																
Taha Māori: Students learn Māori songs, greetings and simple words	Level 6	Other students (not already counted above) who are learning Taha Māori only	Total number of students (Māori and Non-Māori)																
			Number of Māori students (included above)																

Question 5 - School Leavers 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.

NIL RETURN 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

- Schools with an 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 including literacy & numeracy for NCEA Level 1													
40+ credits at any level without literacy & numeracy for NCEA Level 1													
14 – 39 credits at any level including literacy & numeracy for NCEA Level 1													
14 – 39 credits at any level without literacy & numeracy for NCEA Level 1													
1 – 13 credits at any level													
No formal attainment													
TOTAL													
Number of students with UE included in total													

5.2 2007 School Leavers by Funding Year Level and Ethnicity

- Schools with an 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													

Question 6 – Vacancies for Full-time Permanent Teachers

6.1 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 7

Yes ➔ Go to Question 6.2

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

6.3 How many of these vacancies (in 6.2 above) are you ACTIVELY SEEKING TO FILL at 3 March 2008?

6.4 Give details below of the vacancies for FULL-TIME PERMANENT teachers counted in 6.3 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 Primary level vacancy
 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 7 - 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 8 – 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 9 - 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 10 – 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 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 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:

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

Print Name

Signature

Date

Section 11 – 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 12 – 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 10 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 13 – Checklist

This list is provided to help you to 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.	
SMS tables, where applicable, have been checked by the Principal and are attached.	
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 14 (overleaf) have been completed.	
One copy of the RS form and copies of SMS 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	

14 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

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

- One copy of the completed RS34 return (identical to the one you send to the Ministry)
- All required student lists as detailed in section 10
- SMS tables (where applicable)

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

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

- One copy of the completed RS34 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		