

RS33

Annual Return of Students at Intermediate Schools at 1 July 2008

**Roll count
date is
1 July 2008**

PLEASE

- Check your address and contact details on this page 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
10 July 2008**

INTRODUCTORY NOTES

Please read the following notes carefully before completing your return

Dates:

Roll count date	Tuesday 1 July 2008
Due date	Thursday 10 July 2008

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 2007. 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.

References to the Guidelines booklet:

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Tuition Fees (Question 2).....	35
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Student type definitions (Questions 2 and 3).....	31
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Consistency between tables

Schools that complete the whole form manually (without SMS produced tables) you will need to make sure the tables are consistent accordingly:

- **Question 2 – International students:** The number of foreign fee-paying students and NZAID-funded students must agree with the totals of these students in Question 3.
- **Questions 3 – 6:** These questions must all have the same gender and overall totals matching each of the other tables.
- **Question 7 – 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 Questions 3, 4 and 6. And the number of Māori students in any cell (box) cannot be greater than 'total number of students' in the cell above.

These questions must be completed manually (without SMS tables). You will need to make sure the tables are consistent accordingly:

- **Question 9.2 – Language tuition:** For each language, the total number of Year 1-6 students must not exceed the total number of Year 1-6 students in Questions 3, 4 and 6, and the total number of Year 7-8 students must not exceed the total number of Year 7-8 students in Questions 3, 4 and 6.
- **Question 10 – Predicted rolls:** The total number of students (Māori and Non-Māori) predicted for Māori Language Learning (Questions 10.3) must not exceed the total number of students predicted in Question 10.1.

Information Privacy

The data collected through the RS form and Insert E 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 school, and state the version:

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

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

1.3 Are the 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 you have any international students attend your school on 1 July 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 J2**.
- Schools not using an SMS note instructions below.
- **Country of Citizenship:** A list of country codes can be accessed on the website: www.educationcounts.govt.nz/technical_info/code_sets/country_of_citizenship_codes
- **Type of International 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
- **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 student is attending this academic year (refer to page 35 of the *2008 Roll Return Guidelines*).

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 Please use format 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 Please use format 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</u> <u>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	Exchange		NZAID-Funded		International Fee-Paying	
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Question 3 – Roll by Type of Student and Funding Year Level

Give details of the total Number of students on your school roll at 1 July 2008.

- Schools with an SMS please append **Table J3**.
- **Consistency between tables:** Please calculate all totals for each row and each column.
 1. The total numbers of NZAID-funded and International Fee-paying students in columns 2 & 3 must agree with the total number of NZAID-funded and International Fee-paying students in Question 2. Number by gender and Funding Year Level must also agree.
 2. Gender and combined totals at each Funding Year Level (each row) in this question must agree with those in Questions 4 (row totals) and 6 (column totals).

		1		2		3		4		
		Number of Regular Students		Number of NZAID-funded Students		Number of International Fee-paying Students		TOTAL		
Funding Year Level	Type of Student	Male	Female	Male	Female	Male	Female	Male	Female	Total
		Y7								
	Y8									
	TOTAL									

Question 4 – Roll by Funding Year Level and Age

Give details of the total number of students on your school roll at 1 July 2008 by Funding Year Level and Age. Age must be as at 1 July 2008.

- Schools with an SMS please append **Table J4**.
- **Consistency between tables:** Please calculate all totals for each row and each column.
 1. Gender and combined totals at each Funding Year Level (each row) in this question must agree with those in Questions 3 (row totals) **and** 6 (column totals)
 2. **AND** Gender totals at each age (bottom row) must agree with gender totals at each age in Question 5 (column totals).

Age as at 1 July Funding Year Level	9		10		11		12		13		14+		TOTAL		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
Year 7															
Year 8															
TOTAL															

Question 5 – Roll by Ethnic Group and Age

Give details of the total number of students on your school roll at 1 July 2008 by Ethnic Group and Age. Age must be as at 1 July 2008.

- Schools with an SMS please append **Table J5**.
- **Consistency between tables:** Please calculate all totals for each row and each column.
 1. Gender totals at each age (column totals, bottom row) in this question must agree with those at each age in Question 4 (column totals, bottom row),
 2. **AND** Gender and combined totals in each ethnic group (end of each row) in this question must agree with those in each ethnic group in Question 6 (end of each row).

		Age as at 1 July		9		10		11		12		13		14+		TOTAL		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total		
DOMESTIC STUDENTS	NZ European/Pākehā																	
	Other European																	
	NZ Māori																	
	Samoaan																	
	Cook Island Māori																	
	Tongan																	
	Niuean																	
	Fijian																	
	Tokelauan																	
	Other Pasifika																	
	South East Asian																	
	Indian																	
	Chinese																	
	Other Asian (e.g. Japanese, Korean)																	
	Other (e.g. South American, African)																	
FFP and NZAID																		
TOTAL																		

Question 6 – Roll by Ethnic Group and Funding Year Level

Give details of the total number of students on your school roll at 1 July 2008 by Ethnic Group and Funding Year Level.

- Schools with an SMS please append **Table J6**.
- **Consistency between tables:** Please calculate all totals for each row and each column.
 1. Gender totals at each Funding Year Level (column totals, bottom row) in this question must agree with those at each Funding Year Level (end of each row) in Questions 3 and 4,
 2. **AND** Gender and combined totals in each ethnic group (end of each row) in this question must agree with those in each ethnic group in Question 5 (end of each row).

		Funding Year Level		Year 7		Year 8		TOTAL		
		Ethnic Group		M	F	M	F	M	F	Total
DOMESTIC STUDENTS	NZ European/ Pākehā									
	Other European									
	NZ Māori									
	Samoa									
	Cook Island Māori									
	Tongan									
	Niuean									
	Fijian									
	Tokelauan									
	Other Pasifika									
	South East Asian									
	Indian									
	Chinese									
	Other Asian (e.g. Japanese, Korean)									
	Other (e.g. South American, African)									
	FFP and NZAID									
TOTAL										

Question 7.1 – Highest Level of Māori Language Learning

Does your school provide Māori-medium Education or teach Te Reo or Taha Māori at 1 July 2008?

No



Go to Question 8

Yes



Read this page then go to Question 7.2

Below is a summary of the numbers and levels of Māori Language Learning you reported in your **March 2008** roll return.

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

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

Summary of what you reported in March 2008		
	Total number of students (Including Māori)	Number of Māori students only
Level 1		
Level 2		
Level 3		
Level 4a		
Level 4b		

If there are any significant differences such as a change in level of learning or more than 20% change in student numbers between your March and July roll return 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 7.2 – Highest Level of Māori Language Learning

Record your schools Māori-medium Education, Te Reo or Taha Māori students as at 1 July 2008

- Schools with an SMS please append **Table J7**
- 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

	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 8 – Pacific Medium Education

8.1 Does your school provide immersion or bilingual education in a Pacific language for more than 3 hours per week (i.e. where some or all curriculum subjects are taught in a Pacific language for more than 3 hours per week)?

No → Go to Question 9

Yes → Go to Question 8.2, below

8.2 In how many Pacific languages are you providing immersion or bilingual education?

8.3 List below each Pacific language that is used for instruction, then go to next page.

Enter languages here, then go to Question 8.4

Question 8 continued – Pacific Medium Education

8.4 Pacific language of instruction

8.5 What curriculum subject(s) are taught in this Pacific language?

Enter subjects here, then go to 8.6

8.6 Record below number of students being taught in the Pacific language shown in 8.4 above

- Schools with an SMS please append Table J9 for each language offered
- Schools not using an SMS that teach more than 1 Pacific language photocopy this page and complete one page for each language.
- Count each student ONCE only, at their highest level
- Remember to complete the second row for each level (Number of Pacific students included in row above)

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in a Pacific Language	Number of students	Y7	Y8	Total
Pacific Medium Education: Students are taught curriculum subjects (other than a Pacific language) in: a Pacific language only (immersion) or: in both a Pacific language and English (bilingual)	Level 1 (81-100%)	Curriculum taught in a Pacific Language for more than 20 and up to 25 hours per week	Total number of students (Pacific and Non-Pacific)			
			Number of Pacific students (included above)			
	Level 2 (51-80%)	Curriculum taught in a Pacific Language for more than 12.5 and up to 20 hours per week	Total number of students (Pacific and Non-Pacific)			
			Number of Pacific students (included above)			
	Level 3 (31-50%)	Curriculum taught in a Pacific Language for more than 7.5 and up to 12.5 hours per week	Total number of students (Pacific and Non-Pacific)			
			Number of Pacific students (included above)			
	Level 4 (12-30%)	Curriculum taught in a Pacific Language for more than 3 and up to 7.5 hours per week	Total number of students (Pacific and Non-Pacific)			
			Number of Pacific students (included above)			

Question 9 – Language learning below Year 9

9.1

Does your school provide language learning other than English or Te Reo Māori for students enrolled at your school below Year 9?

No



Go to Question 10

Yes



Go to Question 9.2, below

9.2

Record below the number of students who have received or will receive other language tuition this academic year.

- If a language is taught on a rotational basis (e.g. term by term) please estimate the total number of students in each category who will receive language instruction during the 2008 school year
- For the Pacific languages marked below with a star (e.g. Samoan*), exclude students who have already been counted in Question 8.6
- Please provide numbers, do not tick

Language offered	Number of students in Year 7 and Year 8		
	Less than 15 hours per year	15 – 30 hours per year	More than 30 hours per year
Samoan *			
Cook Island Māori *			
Tongan *			
Niuean *			
Fijian *			
Tokelauan *			
Other Pacific Languages			
French			
German			
Japanese			
Spanish			
Russian			
Chinese Languages			
Indonesian			
Other languages (please specify) _____			

Question 10 – Predicted rolls

10.1 What is your predicted 1 March 2009 regular student roll?

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

Funding Year Level	Predicted regular Student Roll
Year 7	
Year 8	
TOTAL	

10.2 What are your estimated 1 March 2010 and 1 March 2011 regular student rolls?

Exclude International fee-paying and NZAID-funded students.

Year	Estimated Student Roll for 1 March
	Regular Students
2010	
2011	

Question 10 – Predicted rolls – Māori Language Learning

10.3 Levels 1 to 4

As at 1 March 2009, will you have any students being taught curriculum subjects in Te Reo Māori or learning Te Reo Māori as a separate subject?

No ➔ Go to Question 10.4

Yes ➔ Give details below

- Please count each student ONCE only, at their HIGHEST level of Māori Language learning.
- You no longer need to predict the number of Māori students
- Exclude Alternative Education students.

	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)			
	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)			
	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)			
	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)			
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)			

NOTE: Predictions are not required for:

Level 5: Students who will be learning Te Reo Māori as a separate subject for less than 3 hours per week

Level 6: Taha Māori

10.4 If your Māori Language predictions for next year in Questions 10.3 differ considerably from your actual figures for this year in Question 7 (Table J7), please comment / give reasons for the variation.

**Sections 11 and 12 apply to State and State Integrated Schools only.
Private schools go to Section 13.**

Section 11 – 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 July 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 12 – Insert E – Loss of Permanently Appointed Teachers between May 2007 and May 2008

- This insert lists any permanently appointed teachers who were on your staff at pay period 04 in May 2007, and who have subsequently **left the state teaching service** before pay period 04 in May 2008, or were **on leave without pay** at pay period 04 in May 2008.
- Please add appropriate codes to indicate reasons for teachers leaving. Codes are listed at the bottom of the Insert.
- There is no need to add any other teachers who have left your school as it is likely they will still be in the State Teaching Service, albeit at another school.
- Return the completed Insert E with your roll return.

Section 13 – 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 14 – 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 15 – 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, Attendance registers or any other lists.
- The lists referred to in Section 13 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 16 – Checklist

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

July 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 generated 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 19 (overleaf) have been completed.	
The principal has checked and signed this form.	
The Board of Trustees chairperson has checked and signed this form.	
You have taken a photocopy of the signed form , the SMS tables and lists and you have filed them for your school records	
Post this form	
Upload your electronic student data file to the Ministry	

17 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

18 The following must be retained at your school for audit purposes:

- One photocopy of the signed and completed RS33 return
- All required student lists as detailed in section 13
- SMS generated tables (where applicable)

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

19 The following must be returned to the Ministry no later than Monday 10 July 2008:

- One copy of the completed RS33 return
- SMS generated tables (where applicable)
- Insert E - Loss of permanently appointed teachers
- Insert C – Board of Trustees Membership

Do NOT include ANY student 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*

We appreciate your co-operation and assistance in completing this form – thank you.

**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		
Insert E Received		
Data Entry		
FFPs entered		
Checked		

	Date	Initials
Corrected (if req'd)		
Edits		
1-to-1 checks		
Signatures checked		
Completed		