



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

2013 Roll Return Guidelines

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Wellington

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Overview

Introduction

The Ministry of Education collects March and July roll returns from schools every year. The Ministry also collects June and September returns from state and state-integrated schools with funding year level nine to 15 students.

The Ministry uses the roll return data:

- » to fund and staff schools
 - » to support policy analysis
 - » to monitor the results of the New Zealand education system
 - » for national and international reporting.
-

Purpose of guidelines

These guidelines are to support school staff responsible for school roll returns, including:

- » principals – responsible for their school’s roll returns overall
- » staff that principals may delegate to complete the roll returns.

These guidelines are intended for all New Zealand schools, including:

- » **Contributing schools (years one to six)**
 - » **Full primary schools (years one to eight)**
 - » **Intermediate schools (years seven to eight)**
 - » **Composite schools (years one to 15)**
 - » **Restricted composite schools (years seven to 10)**
 - » **Special schools**
 - » **Secondary schools (years seven to 15)**
 - » **Secondary schools (years nine to 15)**
 - » **Correspondence school**
-

Student management systems

Schools with or without Student Management Systems (SMS) can use these guidelines. For SMS information go to:

- » **www.minedu.govt.nz/sms**
-

Download the guidelines

You can download these guidelines on the Education Counts website:

- » **www.educationcounts.govt.nz/goto/guidelines**
-

Ministry contact details

For further information about completing your roll return contact:

-  **Phone: 04 463 0915**
 -  **Fax: 04 463 8088**
 -  **Email: school.returns@minedu.govt.nz**
 -  **Free Post Authority Number 159045**
Data Collection Unit
Ministry of Education
P O Box 1666
Wellington
-

Privacy

Collecting personal information

The Education Act allows the Ministry to collect personal information about New Zealand school students. You enter most of your student information in your SMS and send it electronically to the Ministry as part of the roll return. You enter some of this information in ENROL.

Information privacy – staff and students

The Ministry treats student and staff¹ information confidentially. The Ministry restricts access to this information to authorised personnel within the Ministry. The Ministry will not release information that identifies individuals to any person, group, or agency outside the Ministry. The Ministry will only release the information publicly in aggregate form.

Youth Services

The Ministry may send student contact details of 15, 16 and 17-year-old young people who have ceased to be enrolled at school to Youth Services providers – refer to page nine.

Information privacy – boards of trustees

The Ministry makes the names of board of trustees available to the public. The Ministry treats other information collected about individual members confidentially.

Privacy Statement for School Enrolment Forms

Below is a privacy statement your school can use on its enrolment forms.

Privacy Statement	<p>The school collects the information on this form to:</p> <ul style="list-style-type: none">» enrol your child at school» assess the educational needs of your child» ensure the school gets the correct resources from the Ministry of Education for your child. <p>The school collects and uses your child's information in accordance with the Privacy Act. The school sends some of your child's information to education and health agencies. The school will not provide your child's information to any other people or agencies without your authorisation, unless needed by law.</p> <p>You can view your child's records by asking the school.</p>
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¹ Employed by boards of trustees

Privacy, Continued

Notes for schools

Your privacy statement should explain to parents that your school doesn't need parental consent to send roll return and ENROL information about their child to the Ministry.

You should consider being clear about what you send and don't send to the Ministry. Schools won't send all the data they collect to the Ministry. For example, you don't send information about emergency contacts or custody arrangements in the roll returns.

What's new in 2013

Overview

The Ministry has made six notable changes to the roll returns this year:

For all schools

1. Updated the roll return form.
2. Number of regular students by zoning status (M6) table is mandatory in 2013
3. NSN is mandatory for students in the July 2013 roll return

For schools with funding year level nine to 15 students

4. Added Secondary Tertiary Programme (STP) student columns to the roll count tables.
5. Exclude STP students from the Maori Language Learning table

For Teen Parent Units

6. Updated the code descriptions to make them clearer and easier to understand. The change also ensures that all adult students are treated in the same way.
-

1. Updated form design (All Schools)

The Ministry has updated the roll return forms to:

- » make them easier to read and use
- » save paper.

Send feedback on the form design to:

- » **school.returns@minedu.govt.nz**
-

2. M6 table is mandatory (All Schools)

The M6 table is now mandatory for all state schools with an enrolment scheme. **Excludes:**

- » Private schools
- » State-integrated schools
- » Special schools.

For more information refer to **zoning status** on page 68 and 69.

3. NSN is mandatory in July 2013 roll return (All Schools)

From 2013, it's mandatory to have an NSN for all students when completing your July roll return.

For more information refer to NSN on page 47.

Continued next page

What's new in 2013, Continued

4. STP student roll count columns

(Secondary level schools only)

The Ministry is collecting new roll count information about students enrolled in Secondary Tertiary Programmes (STP). There is now a separate column for STP students in the roll count tables.

The Ministry is funding STP students differently in 2013. The Ministry will use the STP FTE data in a new cash-based funding calculation.

School shouldn't receive staffing entitlements or operational funding for the STP students, so exclude STP students from the regular student roll count.

For more information refer to the STP section on page 77.

5. Exclude STP students from the MLL tables

(Secondary level schools only)

Exclude STP students from the Māori Language Learning (MLL) tables because MLL data contributes to staffing entitlement and operational funding calculations.

The Ministry is funding STP students using a new cash-based funding calculation, so school shouldn't receive staffing entitlements or operational funding for the STP students.

For more information refer to the STP section on page 77.

6. Updated code descriptions for Teen Parent Units

The Ministry has changed the code descriptions for students attending Teen Parent Units (TPU). The changes ensure all adult students are treated in the same way and means you should use the codes differently to how you may have used them in the past:

- a. Do not use the returning adult student code (TPAD).
- b. Use the Teen Parent Enrolled Regular Adult Student code (TPRAE) for any adult student enrolled and attending a TPU within the TPU's maximum roll.
- c. Use the Teen Parent Enrolled Regular Adult Student Over Maximum code (TPRAOM) for any adult student enrolled and attending a TPU above the TPU's maximum roll.

For more information refer to the TPU section on page 79.

Update your SMS

Update your SMS to the latest version. The latest SMS versions meet all the 2013 roll return changes.

Youth Services initiative – information for secondary-level schools

Introduction In July 2012, the Government introduced a new “wrap-around” service called *Youth Services*. *Youth Services* improves the financial support and services the government provides to young people.

What will Youth Services do? The Ministry of Social Development (MSD) contracts specialists to provide Youth Services. Youth Services targets:

- » 16 and 17 year-old young people at risk of becoming NEET (not in education, employment or training)
- » 16 and 17 year-old youth beneficiaries
- » 16 to 18 year-old teen parents.

Youth Services works alongside these young people to:

- » Help them enrol in suitable education, training or work-based learning
- » Arrange childcare places
- » Highlight the benefits of ECE and encourage its use
- » Manage their finances and help them budget
- » Make the most of local housing markets and reduce housing costs where possible
- » Register with their local PHO, undertake parenting courses and to be up-to-date with WellChild checks (if a parent)
- » Help them transition to independence.

How does this affect schools? The Ministry sends school leaver details from ENROL and SMSs to MSD. Schools need to collect student contact details and keep the details up-to-date.

Schools might need to make some small changes to their forms, making it clear the Ministry may send their contact details to Youth Services providers.

What should schools do? Schools should collect student contact details as they normally would, keeping ENROL and SMSs up-to-date.

Schools should advise students and parents of the policy change. Some recommended wording is:

Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

Data file changes Refer to the student data section on page 34 for information on the student contact detail fields in the .moe file.

Key dates for Roll Returns and ENROL

Term	Date	Event	Steps
Term one	Early Feb	Enrol new and transferring students in ENROL and your SMS	<p>All schools should:</p> <ol style="list-style-type: none"> 1. Update ENROL with year seven and nine students from contributing and primary schools. Use <i>batch processing</i> in your SMS if possible. 2. Enrol other transferring students. Your SMS can list transferring students and sort by previous school and year level. 3. Create new records in ENROL for new entrants and other students enrolling in a New Zealand school for the first time.
	Mid Feb	Prepare for your March return	<p>Your March 2013 School Roll Return pack should arrive mid-February</p> <p>Get your SMS ready:</p> <ol style="list-style-type: none"> 1. Install the latest version of your SMS. 2. Ensure data entry is up-to-date. 3. Trial your roll return process until you resolve all errors.
	1 Mar	Roll count date	The March 2013 School Roll Return count date.
	13 Mar	March return due date	Post your form to the Ministry and upload your student data file (.moe file) by 13 March 2013.
	Mid Apr	NSID files released	<p>For schools with an SMS:</p> <ol style="list-style-type: none"> 1. The Ministry releases NSID files on ENROL. The Ministry creates these from the student data file (.moe file). 2. You should upload the file into your SMS to populate the NSNs for your students.
Term two	Mid May	Prepare for your June return	<p>Secondary level schools should prepare for the June 2013 Roll Return. The Ministry does not send a form since you create the one page summary from your SMS (or download the form)</p> <p>Get your SMS ready:</p> <ol style="list-style-type: none"> 1. Install the latest version of your SMS. 2. Ensure data entry is up-to-date. 3. Trial your roll return process until you resolve all errors.
	31 May	Roll count date	The June 2013 School Roll Return count date.
	10 Jun	June return due date	Fax or email your form to the Ministry and upload your student data file (.moe file) by 10 June 2013.
	Mid Jun	Prepare for your July return	<p>Your July 2013 School Roll Return pack should arrive mid-June</p> <p>Get your SMS ready:</p> <ol style="list-style-type: none"> 1. Install the latest version of your SMS. 2. Ensure data entry is up-to-date. 3. Trial your roll return process until you resolve all errors.
	1 Jul	Roll count date	The July 2013 School Roll Return count date.
	12 Jul	July return due date	The Ministry should receive your roll return form and student data file (.moe file) by 12 July 2013.

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Key dates for Roll Returns and ENROL, Continued

Term	Date	Event	Steps
Term three	Mid-Aug	Prepare for your September return	<p>Secondary level schools should prepare for the September 2013 Roll Return. The Ministry does not send a form since you create the one page summary from your SMS (or download the form)</p> <p>Get your SMS ready:</p> <ol style="list-style-type: none"> 1. Install the latest version of your SMS. 2. Ensure data entry is up-to-date. 3. Trial your roll return process until you resolve all errors.
	2 Sep	Roll count date	The September 2013 School Roll Return count date.
	9 Sep	September return due date	Fax or email your form to the Ministry and upload your student data file (.moe file) by 9 September 2013.
Term four	Mid Nov – Dec	Withdraw leaving students in ENROL and SMS	<p>Use your SMS to sort leavers by the school they intend to transfer to. Sort year-six and year-eight students by Leaving Reason.</p> <p>Use Batch processing in your SMS to withdraw year-six and year-eight students, then withdraw other students leaving your school.</p>

Roll returns 2013

Introduction

In 2013, the Ministry will collect two roll returns from all schools:

» March 2013.

» July 2013.

The Ministry will also collect two extra roll returns from state and state-integrated schools with year nine to 15 students:

» June 2013.

» September 2013.

Roll return parts

The roll returns have four parts:

Part:	Completed by:	Refer to:
Roll return form	All schools	Pages 13 – 15
Student management system (SMS) table print-outs	Schools with a student management system (SMS)	Page 16
Student data file (.moe file) from SMS	Schools with an SMS	Pages 17 – 18
Updating ENROL	All schools	Page 19

Roll return form

Introduction The roll return form is the Ministry's main statistics collection form for schools. All schools, including schools with SMSs, must complete their roll return forms.

Form changes The Ministry has redesigned the March and July forms for all schools. We've removed the tables where an SMS table is available. We've removed these tables because nearly all schools use SMSs and attach SMS tables to their roll return forms.

March and July mail-outs The Ministry mails a roll return form for the July and March return to all schools.

Completing the form with an SMS Attach SMS printouts to the back of your form if your school uses an SMS. Complete the remaining questions by hand.

Completing form without an SMS You can complete all the questions by hand if your school doesn't use an SMS. Schools without an SMS will need to download manual tables or download a full form and complete the tables manually.

You can download the form and manual tables from:

» www.educationcounts.govt.nz/data-services/collecting-information/collection-forms

Updating your details The Ministry prints some of your school's profile information on the front of the March and July forms. Your school profile information includes:

- » Postal address
- » Location address
- » Contact details
- » Emergency contact details.

Amend the form if the information is wrong.

Inserts The Ministry includes inserts with the roll return forms. The table below lists the inserts:

Name	Description	Collection
Insert-C (<i>State and state-integrated schools only</i>)	Board of Trustees Membership as at 1 March 2013.	March
Insert-E (<i>State and state-integrated schools only</i>)	Loss of Permanently Appointed Teachers.	July
Insert-N (<i>All schools</i>)	ENROL users	July

Continued next page

Roll return form, Continued

June and September (State and state-integrated schools with year nine to 15 students only)

The Ministry does not mail a roll return form for the June and September returns. You can create the summary return and declaration from your SMS.

You can download the forms if your school doesn't use an SMS. Download the forms from:

» www.educationcounts.govt.nz/data-services/collecting-information/collection-forms

Questions March 2013

The table below lists the questions in the March 2013 School Roll Return form:

Question topic	Primary (RS30)	Intermediate (RS35)	Special (RS34)	Composite (RS50)	Secondary (RS40)
Student management systems (Complete on form)	Q1	Q1	Q1	Q1	Q1
Roll by type of student (Attach M3 table from SMS)	Q2	Q2	Q2	Q2	Q2
Highest level of Māori language learning (Attach M4 table from SMS)	Q3	Q3	Q3	Q3	Q3
Zoning Status (Attach M6 table from SMS)	Q4	Q4	N/A	Q4	Q4
Secondary Tertiary Programmes (STP) (Attach M7 table from SMS)	N/A	N/A	Q4	Q5	Q5
School leavers (Complete on form)	N/A	N/A	N/A	Q6	Q6
Teaching staff in private schools (Private schools only)	Q5	Q5	N/A	Q7	Q7
Peak rolls (State and state integrated schools only)	Q6	Q6	N/A	Q8	N/A
Off-site class, unit or activity centre (State and state integrated schools only – complete on form)	N/A	Q7	N/A	Q9	Q8
Vacancies for full-time permanent teachers (State and state integrated schools only – complete on form)	Q7	Q8	Q5	Q10	Q9
Limited term appointments and day-to-day relieving (State and state integrated schools only – complete on form)	Q8	Q9	Q6	Q11	Q10

Continued next page

Roll return form, Continued

Questions July 2013

The table below lists the questions in the July 2013 School Roll Return form:

Question topic	Primary (RS31)	Intermediate (RS33)	Special (RS32)	Composite (RS51)	Secondary (RS43)
Student management systems (Complete on form)	Q1	Q1	Q1	Q1	Q1
Roll by type of student (Attach J3 table from SMS)	Q2	Q2	Q2	Q2	Q2
Roll by funding year level and age (Attach J4 table from SMS)	Q3	Q3	Q3	Q3	Q3
Roll by ethnic group and age (Attach J5 table from SMS)	Q4	Q4	Q4	Q4	Q4
Roll by ethnic group and funding year level (Attach J6 table from SMS)	Q5	Q5	Q5	Q5	Q5
Highest level of Māori language learning (Attach J7 table from SMS)	Q6	Q6	Q6	Q6	Q6
Pacific medium education (Attach J9 table from SMS)	Q7	Q7	N/A	Q7	Q7
Language learning (Complete on form)	Q8	Q8	N/A	Q8	Q8
Secondary subjects (Attach J10 table from SMS)	N/A	N/A	N/A	Q9	Q9
Secondary Tertiary Programmes (Attach J11 table from SMS)	N/A	N/A	Q7	Q10	Q10
Satellite classes (Complete on form)	N/A	N/A	Q8	N/A	N/A
Predicted rolls (Complete on form)	Q9	Q9	Q9	Q11	Q11
Off-site class, unit or activity centre (State and state integrated schools only – complete on form)	Q10	N/A	N/A	N/A	N/A

Student management system (SMS) table printouts

Introduction

Your student management system (SMS) prints the necessary roll return tables when you run your roll return. You should attach these tables to your roll return form.

Important

The SMS printouts complete the roll return and don't replace the form fully.

Which tables should you send?

You don't need to send all the SMS tables to the Ministry. The table below lists the tables your SMS can create and the tables you should attach to your form.

Table name	March		July	
	SMS table	Attach?	SMS table	Attach?
International students	N/A	N/A	N/A	N/A
Roll count student tables	M3	Yes	J3, J4, J5 and J6	Yes
Māori language learning	M4	Yes	J7	Yes
Previous school	M5	No	N/A	N/A
Zoning status	M6	Yes	N/A	N/A
ECE	N/A	N/A	J8	No
Pacific medium	N/A	N/A	J9	Yes
Secondary subject	N/A	N/A	J10	Yes
Secondary Tertiary Programmes	M7	Yes	J11	Yes

Note: In your SMS, you should be able to choose the tables you want to print.

June and September

(State and state-integrated schools with year nine to 15 students)

In September and June, you only need to send the summary table (signed by the principal). The summary table only lists year nine to 13 students.

Table name	June		September	
	SMS table	Submit?	SMS table	Submit?
Summary	E1	Yes	S1	Yes
Roll count student tables	E3	No	S3	No
Māori language learning	E4	No	S4	No

SMS problems

You should contact your school's SMS supplier if you have trouble printing your tables.

Student data file (.moe file)

Introduction	Your SMS creates the student data file (.moe file) when you run your roll return. The file contains detailed individual student information.
Purpose of the student data file	<p>Sending the student data file to the Ministry:</p> <ul style="list-style-type: none">» speeds up the Ministry's data entry» allows the Ministry to provide you with an NSID file» provides address data for the Ministry's school network planning and transport planning» Provides student contact information for Youth Services.
Important	The student data file supplements the paper roll return. The file doesn't replace the paper return.
Send your file directly from your SMS	Your SMS should allow you to send your file to the Ministry after you run the roll return. Contact your SMS vendor if you can't send your file.
Send your file through the Ministry's portal	<p>Alternatively, you can send your file using the Ministry's secure online portal.</p> <p>You can access the portal through the e-Admin section of the Educational Leaders website:</p> <ul style="list-style-type: none">» www.educationalleaders.govt.nz <p>Contact the Resourcing and eAdmin Contact Centre for help accessing the portal:</p> <ul style="list-style-type: none">» Phone: 04 463 8383» Email: e.admin@minedu.govt.nz

Continued next page

Student data file (.moe file), Continued

Residential address data

The Ministry uses the student addresses in the student data file:

- » to identify school catchments to help schools with short, medium and long-term planning and transport issues
- » for the legislative requirements of enrolment schemes.

It is important that you record accurate residential address data (not PO Box) in the residential address fields in your SMS.

NSN – name data

The Ministry uses the student names in the student data file:

- » to create an NSID file that you can load into your SMS to populate the NSN fields
- » for data quality work with ENROL.

Ensure that you enter **full legal names** in the legal name fields in your SMS. You can enter **preferred names**, for administrative purposes, into the preferred name fields.

Schools without an SMS

You don't need to send a student data file if your school doesn't use an SMS. The Ministry will ask some schools to complete a student information spreadsheet.

SMS problems

You should contact your school's SMS supplier if you can't find or send your .moe file.

Data collected from ENROL

Introduction

The Ministry collects some roll return information directly from the ENROL database. Please ensure that you maintain ENROL following the ENROL rules:

» **www.minedu.govt.nz/enrol**

Why collect from ENROL

Collecting data from ENROL saves time by lessening the number of tables you need to send to the Ministry. ENROL is more accurate for some questions.

What do we collect from ENROL?


The Ministry uses ENROL to:


- » calculate the international student levy (ISL) each trimester
- » get the country of citizenship and the exchange scheme for exchange students
- » get ECE participation statistics
- » collect previous school information for each student
- » find out when your roll peaked last year
- » get school leaver information.

Please ensure your student details are up-to-date in ENROL.

Further questions about ENROL

For further information about ENROL or e-admin access contact:

 **Phone: 04 463 8383**

 **Email: e.admin@minedu.govt.nz**

Preparing for your roll return

Get your enrolments up-to-date

To count a student on your school's roll return you first need to enrol him or her at your school.

To enrol a student who's new to the New Zealand Education system you first need to get documentation that proves his or her:

- » eligibility status
- » name and date of birth.

Get this documentation when you first enrol the student if possible.

Keep data stored in your SMS and ENROL up-to-date

You need to update your SMS and ENROL with new enrolments and leavers before you run your school's roll return.

You will need to:

- » collect the student enrolment data as detailed in the **Student and School Records** chapter in these guidelines
- » enter and store this information on your school's SMS (if you use one) and ENROL
- » find out which students you should count in your roll return – refer to **counting students** on page 29.

Also check Māori language levels and zoning statuses for existing students.

Checking your SMS data

You can run validation checks in your SMS before roll count date. Do this to resolve any errors before the roll count day.

When can you run the roll return in your SMS?

You do not have to run the roll return in your SMS on the roll count day. You can run your official return from count day to the predetermined cut-off date. During this time, your SMS will only include students enrolled on the count date. The table below shows the cut-off dates for each return.

Roll return	Count date	Cut-off date
March 2013	1 March 2013	30 April 2013
June 2013	31 May 2013	20 June 2013
July 2013	1 July 2013	10 August 2013
September 2013	2 September 2013	31 October 2013

Completing your March 2013 School Roll Return (all schools)

Introduction This section provides information on completing your March 2013 School Roll Return.

Check ENROL and SMS Before you begin, ensure ENROL and your school's SMS are up to date – including enrolments, leavers, international student weekly fees and off site students.

Completing your March 2013 School Roll Return Use the following steps to complete your roll return.

Stage	Description
1	Run roll return validation in your school's SMS – fix any errors.
2	Print roll return tables: <ul style="list-style-type: none">» Roll by student type and funding year (M3).» Māori language learning (M4).» Zoning Status (M6).» Secondary Tertiary Programmes (M7) (<i>year nine to 13 schools only</i>) Check the tables for accuracy.
3	Complete all questions in the roll return form. For some of the questions you must attach SMS tables if your school uses an SMS. Attach manual tables if you don't use an SMS. You can download manual tables from: <ul style="list-style-type: none">» www.educationcounts.govt.nz/data-services/collecting-information/collection-forms
4	Complete Insert-C and attach to the back of the form (state and state-integrated schools only).
5	Principal must check and sign off the entire form.
6	Photocopy form and tables.
7	Post <u>original</u> signed form – allow time so the Ministry receives the return by 13 March 2013.
8	Send student data file (.moe file) to the Ministry using eReturns or the Ministry's online portal.
9	Table the roll count total at the next Board of Trustees meeting.

Completing your July 2013 School Roll Return (all schools)

Introduction This section provides information on completing your July 2013 School Roll Return.

Check ENROL and SMS Before you begin, ensure ENROL and your school's SMS are up-to-date – enrolments, leavers, international students weekly fees and off-site students.

Completing your July 2013 School Roll Return Use the following steps to complete your roll return.

Stage	Description
1	Run roll return validation in your school's SMS – fix any Errors.
2	Print roll return tables: <ul style="list-style-type: none">» Roll by student type and funding year (J3).» Roll by funding year level and age (J4).» Roll by ethnic group and age (J5).» Roll by ethnic group and funding year (J6).» Māori language learning (J7).» Pacific medium education (J9).» Secondary subjects (J10).» Secondary Tertiary Programmes (J11). Check the tables for accuracy.
3	Complete all questions in the roll return form. For some of the questions you must attach SMS tables if your school uses an SMS. Attach manual tables if you don't use an SMS. You can download manual tables from: <ul style="list-style-type: none">» www.educationcounts.govt.nz/data-services/collecting-information/collection-forms
4	Complete Insert-E and attach to the back of the form (state and state-integrated schools only).
5	Principal must check and sign off the entire form.
6	Photocopy form and tables.
7	Post <u>original</u> signed form – allow time so the Ministry receives the return by 12 July 2013.
8	Send student data file (.moe file) to the Ministry using eReturns or the Ministry's online portal.
9	Table the roll count total at the next Board of Trustees meeting.

Completing your June 2013 School Roll Return

(For state and state-integrated schools with year nine and above students)

Introduction This section provides information on completing your June 2013 School Roll Return.

Check ENROL and SMS Before you begin, ensure ENROL and your school's SMS are up-to-date – including enrolments, leavers, international student weekly fees and off-site students.

Completing your June 2013 School Roll Return Use the following steps to complete your roll return.

Stage	Description
1	Run roll return validation in your school's SMS – fix any Errors.
2	Print June E1 Summary Roll Return. Check the tables for accuracy.
3	Principal must check the tables and sign the declaration on the June E1 Summary Roll Return.
4	Keep a copy of the summary return for your files.
5	Fax the checked and signed summary return to: » Fax: 04 463 8088. » Scan and email: school.returns@minedu.govt.nz The Ministry must receive the return by 10 June 2013.
6	Send student data file (.moe file) to the Ministry using eReturns or the Ministry's online portal.
7	Table the roll count total at the next Board of Trustees meeting.

Completing your September 2013 School Roll Return

(For state and state-integrated schools with year nine and above students)

Introduction This section provides information on completing your September 2013 School Roll Return.

Check ENROL and SMS Before you begin, ensure ENROL and your school's SMS are up-to-date – including enrolments, leavers, international student weekly fees and off-site students.

Completing your September return Use the following steps to complete your roll return.

Stage	Description
1	Run September Roll Return validation in your school's SMS – fix any Errors.
2	Print September S1 Summary Roll Return. Check the tables for accuracy.
3	Principal must check the tables and sign the declaration on the September S1 Summary Roll Return.
4	Keep a copy of the summary return for your files.
5	Fax the checked and signed summary return to: » Fax: 04 463 8088 » Scan and email: school.returns@minedu.govt.nz The Ministry must receive the return by 9 September 2013.
6	Send student data file (.moe file) to the Ministry using eReturns or the Ministry's online portal.
7	Table the roll count total at the next Board of Trustees meeting.

Domestic and international student enrolments

Domestic and international student definitions

The Ministry defines domestic and international students in Circular 2012/01 Updated, which is available at:

» www.minedu.govt.nz/circulars

The Ministry of Education funds domestic students but does not fund international students and visitors.

Domestic students

Domestic students can access free state funded education. Domestic students fit into two categories:

- » Domestic students (Permanent).
 - » Domestic students (Time-bound).
-

Domestic students (permanent)

Domestic students (permanent) can access free state funded education permanently.

Domestic students (permanent) can be:

1. New Zealand citizens (including Cook Island, Tokelau or Niue)
2. New Zealand or Australian residents
3. Australian Citizens.

You only need to sight and copy evidence of citizenship or residence when domestic students (permanent) first enrol in a New Zealand school.

Go to Appendix B in Circular 2012/01 Updated for more information.

Continued next page

Domestic and international student enrolments, Continued

Domestic student (time-bound)

Domestic Students (time-bound) are foreign students who hold a current student visa with conditions containing the words “domestic student”.

Domestic students (time-bound) can meet these criteria:

4. Parent has a current work visa and student has a valid student visa.
5. Parent is a New Zealand citizen or resident and student has applied for a residence visa.
6. Parent or student is a refugee or protected person.
7. Parent has a scholarship offered by the New Zealand Aid Programme administered by the Ministry of Foreign Affairs and Trade.
8. Parent has a military visa.
9. Parent is doing a PhD at a New Zealand University.
10. Parent is a diplomat.
11. International adoption.
12. Parent is on an exchange programme.
13. International student who has come into CYF care.
14. Ministry Approved - a student who is in New Zealand unlawfully, has been in New Zealand for at least six months and normally lives in New Zealand, and has current approval signed by MOE manager.

Domestic students (time-bound) are entitled to education in New Zealand as domestic students until their Visas expire.

You should sight and copy the student visa and other supporting documents when a domestic student (time-bound):

- » first enrolls in a New Zealand school
- » moves to your school from another New Zealand school
- » provides updated documents to continue their enrolment at your school.

Go to Appendix C in Circular 2012/01 Updated for more information.

International student definition

International students are international fee-paying students or international visitors. The Ministry does not fund International students.

International students can meet these criteria:

15. International fee-paying with valid student visa with conditions of study that include the name of the school or a valid visitor visa².
16. Exchange student with valid student visa with conditions of study that include the name of the school.

You should sight and copy the student visa and other supporting documents.

Go to Appendix D in Circular 2012/01 Updated for more information.

Continued next page

² A student can enrol using a visitor visa for only up to three months in any calendar year.

Domestic and international student enrolments, Continued

Citizenship, residency and student visa documentation

You should check the citizenship, residency, diplomatic or student visa status of all students when they enrol. This will ensure that you identify domestic and international students correctly.

Permanent domestic students do not need to supply documentation again when they move schools.

Schools should attach documentation confirming students' citizenship, residency or student visa status to their enrolment forms.

You can confirm a student's status with these documents:

- » Birth certificate (New Zealand, Cook Island, Tokelau, Niue or Australia).
 - » Passport with details of the student's residency status or a valid student or visitor visa or permit.
 - » Immigration service documentation of refugee status.
 - » Certificate of naturalisation.
-

Adult student enrolments

Introduction

The purpose of enabling adult students to enrol as mainstream students in secondary schools is to provide foundation skills or “second chance” education.

Note: This policy does not apply to students that need special education under section nine of the Education Act 1989.

Adult student definition

Under the Education Act 1989, an adult student is any student that had his or her 19th birthday before 1 January of the current year.

Nature of course of study

The student’s course of study must help him or her reach these minimum goals:

1. Adult students must, for a minimum of 0.6 of their course load, attend classes that will result in NZQA qualifications.
 2. An adult student’s programme must include classes that allow the student to achieve Level One NCEA in literacy and numeracy if not achieved already. Or, include English for Speakers of Other Languages (ESOL) classes that may lead to Level One NCEA in literacy and numeracy.
-

Nature of classes attended

3. Adult students in an adult ESOL programme, or a refugee or recent migrant programme, can attend classes specifically set up for those students.
 4. Except for classes described in point three, classes attended by adult students must be available, suitable and timetabled for comparable secondary students within the school.
-

Enrolment requirements

5. Enrolment processes (including fees) must be identical to those for comparable regular students.
 6. Schools with enrolment zones should treat adult students as out of zone. This means you can only enrol adult students where you advertise the available places at each level and where you receive fewer applications than the number of places available.
 7. For a school to enrol an adult student, the student must present valid documentation of citizenship, residency, or refugee status to the board. The board must keep a copy of this documentation for audit purposes.
-

More information

You can find more information about the adult student enrolment policy in Education Circular 2004/07 at:

» www.minedu.govt.nz/circulars

Or, refer to section 5-10 of the *Funding, Staffing and Allowances* handbook at:

» www.minedu.govt.nz/resourcinghandbook

Counting students

Counting rule To count a student as a regular student on your roll return the student must:

- » enrol at your school for tuition
- » be a domestic student (refer to domestic student definition on page 25)
- » attend your school for tuition on the roll count date.

Exceptions: counting absent students You can count a student when he or she is:

- » absent for medical or domestic reasons
- » suspended
- » attending an activity centre, health camp, hospital school or CYF
- » overseas for no more than 15 weeks
- » enrolled at another school so long as he or she mostly attends your school.

Absent for a reason You can count a student when he or she is absent for medical or domestic reasons if he or she:

- » returns to school before you return the form to the Ministry
- » has a medical certificate from a registered medical practitioner
- » has statement from a social worker or counsellor
- » has a letter from a parent or guardian justifying the student's absence.

Suspension You can count a suspended student not at school on count day if:

- » the student's suspension is for a fixed time
- » the student is returning to school during the school year
- » the board can provide documented evidence that it is actively trying to reinstate the student to the school.

Activity centre, Health camp, Hospital school or CYF You can count a student when he or she attends an activity centre, health camp, hospital school, or CYF residential home on the roll count date.

Students overseas You can count a student when he or she is temporarily overseas, provided:

- » you have documented evidence the student intends to return to your school
- » the student is not absent for more than 15 consecutive weeks in the school year.

Continued next page

Counting students, Continued

Students enrolled in more than one school

You can count a student when he or she attends more than one school, provided he or she attends your school for most of the time. Your school should also hold the students record in ENROL. Boards of Trustees may exchange funds to compensate for the time a student spends at another school.

For further information

Circular 2007/17 - Auditing of roll returns (Updated) has full details on counting students. You can access the circular on the Ministry of Education website:

» **www.minedu.govt.nz/circulars**

When **NOT** to count a student as regular student

When not to count a student as a regular student

Do not count a student as a regular student if he or she:

- » hasn't started yet
 - » has left your school
 - » is an alternative education student
 - » is an international student
 - » is an external student that attends your school but attends another school most of the time.
-

Students that haven't started

Do not count students who have enrolled but have not started at your school. Your SMS will not count these students if you enter the correct attendance start date.

Students that have left your school

Do not count students who have attended their last day but are still going through the school's leaving process. Your SMS will not count these students if you enter the correct leaving date.

Alternative education students

Do not count alternative education students as regular students. You should count them as alternative students in your roll return. Ensure you code them correctly in your SMS.

International students

Do not count international fee-paying students as regular students. You should count them as international students in your roll return. Ensure you code them correctly in your SMS.

External students

Do not count an external student on your roll return. The student's other school should enrol and count the student.

Secondary Tertiary Programme students

Do not count students enrolled in Secondary Tertiary Programmes (STP) as regular students in your roll return. They can still have student type RE but must also have the correct code in the STP field. Your SMS will count them as Secondary Tertiary Programme students in your roll return. Ensure they are coded correctly in your SMS.

Not counting a student in your SMS

You can change a student's type to *not attending* (NA) if you don't want to count a student in your roll return for any other reason. NA is usually for students who are not attending your school but you are unsure if they're leaving.

Student and school records

Introduction

The following sections specify the student information the Ministry needs for roll returns. This includes information for current students and leavers.

The following sections also specify the school records the Ministry needs about Board of Trustees, Teachers, school rolls and off-site units.

SMS

You can enter most of the information the Ministry needs in your SMS.

You will still need to collect, store and report on the data if your school does not use an SMS. It's up to you how you do this but your process needs to be reliable and auditable.

Enrolment forms

Use your enrolment forms to collect most of the individual student data the Ministry needs for roll returns. Design your enrolment form so you can collect this data along with other data your school might need.

Student data the Ministry needs for roll returns

Data required for roll returns

To complete your roll return you need to collect enrolment data for each student. The table below lists all the data you need to collect for each student. Schools with SMS's send this information to the Ministry in the student data file (.moe file). The Ministry can also collect the data through ENROL where indicated.

Field name	Field Description	Student data file	ENROL
ADDRESS	Student's home address.	✓	✓
BOARDING STATUS	Is the student a boarder?	✓	✗
COUNTRY OF CITIZENSHIP	Country of citizenship.	✓	✓
CURRENT YEAR LEVEL	The student's class year level.	✓	✓
DOB	Student's date of birth.	✓	✓
ECE	Indicates whether or not a student participated in Early Childhood Education.	✓	✓
ELIGIBILITY CRITERIA	Indicates that a student is domestic, international fee-paying or international fee-exempt.	✓	✓
ETHNICITY	Student's ethnic groups.	✓	✓
EXCHANGE SCHEME	Shows an exchange student's scheme or agreement.	✓	✓
EXPIRY DATE	Date the verification document expires.	✓	✓
FIRST ATTENDANCE DATE	Date the student first attended your school.	✓	✓
FIRST SCHOOLING DATE	Date the student first started schooling.	✓	✓
FIRST NAME	Student's legal first name.	✓	✓
FTE	Full-Time equivalent.	✓	✓
FUNDING YEAR LEVEL	The number of years the student has attended school.	✓	✗
GENDER	Student's gender.	✓	✓
HOURS PER YEAR OF SUBJECTS	Estimated hours a year that a student will study each subject at secondary school level.	✓	✗
INSTRUCTIONAL YEAR LEVEL	The level a student is studying a subject.	✓	✗
IWI	Student's Iwi affiliation.	✓	✓
LAST ATTENDANCE DATE	Date the student last attended your school for tuition.	✓	✓
MAORI MEDIUM	The student's highest Māori Language Learning level.	✓	✗
MIDDLE NAME	Student's middle name(s).	✓	✓

Continued next page

Student data the Ministry needs for roll returns, Continued

Field name	Field description	Student data file	ENROL
MODE OF INSTRUCTION SUBJECTS	Main delivery mode of each subject a student is studying.	✓	✗
NON-NQF QUAL	Highest Secondary School Attainment in Non-NQF Qualifications	✓	✗
NQF QUAL	Highest NQF secondary school attainment of a student on leaving school	✓	✗
NSN	Student's national student number.	✓	✓
ORS AND SECTION 9	Shows a students ORS level or whether the student has a Section Nine agreement.	✓	✓
PACIFIC MEDIUM – LANGUAGE	Particular Pacific island language of immersion or bilingual education.	✓	✗
PACIFIC MEDIUM – LEVEL	The student's highest Pacific medium learning level	✓	✗
POST-SCHOOL ACTIVITY	What the student reports he or she is doing after leaving school.	✓	✓
PREFERED FIRST NAME	Student's preferred first name.	✓	✓
PREFERED SURNAME	Student's preferred surname.	✓	✓
PREVIOUS SCHOOL	Previous school of year seven and year nine students.	✓	✓
PRIVACY INDICATOR	Shows the school is suppressing the student's address for privacy reasons.	✓	✓
REASON	Student's reason for leaving their present school.	✓	✓
SCHOOL ID	School Profile Number.	✓	✓
SERIAL NUMBER	Verification Document serial number.	✓	✓
STP	Student is enrolled in a Secondary Tertiary Programme (Trades Academy).	✓	✓
STUDENT ID	Student's ID Number.	✓	✗
STUDENT TYPE	Student Type for funding purposes.	✓	✗
SUBJECTS	Subjects being studied at secondary school level.	✓	✗
SURNAME	Student's legal surname.	✓	✓
TUITION FEE	Tuition Fee paid by international students specifically International Fee payers (FF). NOTE: The Ministry now collects tuition fee through ENROL only.	✓	✓

Continued next page

Student data the Ministry needs for roll returns, Continued

Field name	Field description	Student data file	ENROL
TUITION WEEKS	Number of weeks an international student is enrolled. NOTE: The Ministry now collects tuition weeks through ENROL only.	✓	Derived
UE	University Entrance.	✓	✗
VERIFICATION DOCUMENT	Document used to verify the student's name, DoB and eligibility status.	✓	✓
ZONING STATUS	Shows whether the student resided in or out of the School Zone at his or her date of first attendance at your school.	✓	✗
New Fields for 2013			
WITHHOLD CONTACT DETAILS	This flag shows whether the school should provide a student's contact details to MSD.	✓	✗
HOME PHONE NUMBER	Student's home phone number	✓	✗
CELL PHONE NUMBER	Students cell phone number	✓	✗
ALTERNATIVE PHONE NUMBER	Alternative phone number for the student or home	✓	✗
EMAIL ADDRESS	Student's email address (out of school email address where possible)	✓	✗
CONTACT DETAILS 1	Name and contact details of first contact person or primary caregiver, or combined name if not held separately. Includes postal address and phone details.	✓	✗
CONTACT DETAILS 2	Name and contact details of second contact person or primary caregiver, or combined name if not held separately. Includes postal address and phone details.	✓	✗

Address

Introduction The Ministry gets student address data from the student data file (.moe file) you send to the Ministry. These addresses come from your SMS so you need to make sure that student addresses in your SMS are correct and up-to-date.

Residential address and postal address Collect a student's residential address when he or she first enrolls at your school and try to keep the address up-to-date. Your SMS has a field for residential address and for postal address. **Never enter a PO Box or Private Bag address in the residential address field.**

Why collect address data? The Ministry uses student residential addresses to identify school catchment areas. This helps schools and the Ministry:

- » with short-term planning
 - roll growth classrooms
 - enrolment schemes
- » with medium and long-term planning
 - roll projection guides
 - proportions of school type and market share
 - network capacity
 - future property needs
- » with transport planning and issues.

Boarding status

Introduction Use boarding status to show whether a student is boarding at your school hostel.

Why collect boarding status The Ministry uses boarding status information to follow enrolment patterns.

Boarding and zoning status A student boarding at a school hostel cannot be Out-of-Zone. Set the student's zoning status to NAPP if the student's boarding status is Y.

Board of Trustees – Insert-C

(for state and state-integrated schools only)

Introduction	The Ministry will send an Insert-C with the March 2013 School Roll Return. The Ministry prints the Insert-C with the latest board of trustees details held by the Ministry. The Ministry needs you to check these details because they can become outdated.
Board details	The Ministry prints the Insert-C with the name, title, gender, board position, member type and ethnicity for each board member. The Insert-C also includes contact details for the chair.
Checking your board details	<p>When you check your board details please:</p> <ul style="list-style-type: none">» ensure all details for board members are correct.» cross out individuals who are no longer board members.» add new board members below the current board members.» ensure your board contains:<ul style="list-style-type: none">- one principal (or Acting Principal)- one staff representative- one student representative- one chair (or Acting Chair)- five elected parent representatives*» update the chairperson's address, phone and email address if necessary. <p>*A standard board has five elected parent representatives. But boards may have three to seven elected parent representatives. For more information about board constitutions go to:</p> <p>» www.minedu.govt.nz/Boards/EffectiveGovernance</p>
Why collect board information?	<p>The Ministry must know the names of each school board member and must be able to contact the chair.</p> <p>The Ministry can put board statistics together, for example, the ratio of men to women, or ethnic representation.</p>

Country of citizenship

Introduction

You must record this information in ENROL and your SMS. Collecting country of citizenship is the first step in finding out if a student is a domestic or international student.

Country of citizenship

Country of citizenship is a student's nationality and the country for which he or she holds a passport. A student might have citizenship by birth, or adopted a citizenship later.

Note: do not confuse country of citizenship with ethnicity.

Codes

You can find a list of country of citizenship codes on the Education Counts website:

» www.educationcounts.govt.nz/goto/codesets

Dates (date of birth, first schooling date, first date of attendance, and last date of attendance)

Introduction

The Ministry collects four dates for each student:

- » Date of birth.
 - » Date of first schooling.
 - » Date of first attendance at your school.
 - » Date of last attendance at your school.
-

Date of birth

This is the student's date of birth as listed on his or her passport or birth certificate.

First schooling date

A student's first schooling date is the date he or she first attended **any** school. This date is usually between his or her fifth and sixth birthdays. For a primary student, the date sets his or her funding year level. You must record the first schooling date for every student, even if he or she first started schooling at a different school.

The first schooling date sets a student's *current year level* in ENROL. However you can manually change the current year level in ENROL if necessary.

Choose the **student's sixth birthday** if his or her first schooling date is unknown. For example, refugee children or previously home-schooled students.

First schooling date applies to year one to eight students. It is not compulsory for secondary school students.

First attendance date

A student's first attendance date is the date he or she first attended **your** school. Don't count a student on your roll return if his or her first attendance date is after the roll count date.

A student can fit into two circumstances:

- » A student may transfer to your school from another school.
- » A student starts their schooling at your school so his or her first attendance date is the same as his or her first schooling date.

You may enrol a student some time before he or she starts attending your school, but note that this enrolment date is not the first attendance date.

Last attendance date

A student's last attendance date is the date he or she leaves your school for tuition. Use the last attendance date to decide whether to count a student on your roll return.

Eligibility criteria

Introduction

Collecting eligibility criteria information:

- » establishes a student's right to education in New Zealand
 - » ensures the Ministry correctly funds your school to provide that education.
-

When to collect eligibility information

You need to collect the eligibility information:

- » when you enrol domestic students (permanent) new to the New Zealand schooling system
 - » when you enrol domestic students (time-bound) at your school
 - » when a domestic student (time-bound) provides updated documents to continue their enrolment
 - » when you enrol international students at your school.
-

Collecting eligibility information

Follow the steps below when you collect a student's eligibility information:

Stage	Description
1	The parent or caregiver must provide supporting documentation with the students enrolment form.
2	Use the documentation to verify the student's name, date of birth and eligibility status. Record the: <ul style="list-style-type: none">» eligibility document type (for example: passport, birth certificate or visa)» serial number» expiry date if applicable.
3	Copy the document and attach to the student's enrolment form.
4	Enter details in: <ul style="list-style-type: none">» ENROL (Compulsory)» SMS (Recommended).

Accepted documents

You can find a full list of accepted documents in Circular 2012/01 Updated on the Ministry's website:

- » www.minedu.govt.nz/circulars
-

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Eligibility criteria, Continued

Expiry date

For documents that expire, you should:

- » note the expiry date
- » send student visa or permit renewals to Immigration New Zealand at least four weeks before the current visa or permit expires
- » hold a copy of updated documentation.

Documents for New Zealand citizens or residents, or Australian citizens do not expire.

Verification document serial number

Recording the verification document's serial number provides proof the school administrator has witnessed the documentation.

Ethnicity

Introduction The Ministry uses ethnicity data to survey participation, retention and achievement by ethnicity. The Ministry and other agencies use ethnicity with other data to describe the New Zealand population.

Definition The Ministry uses Statistics New Zealand's definition of ethnicity: ethnicity is the ethnic group or groups that people identify with or feel they belong to. Ethnicity is a measure of cultural affiliation, as opposed to race, ancestry, nationality or citizenship.

Recording ethnicity School enrolment forms should allow students to identify with up to three ethnicities. Your SMS and ENROL allows you to enter up to three ethnicities for each student.

Reporting ethnicity You need ethnicity data to answer question four and five of the July roll return. Question four is roll by ethnicity and age. Question five is roll by ethnicity and funding year level.

You can only report a student as being in one ethnic group in your roll return tables. The Ministry uses Statistics New Zealand rankings to decide which ethnic group to use when a student identifies with more than one ethnicity – refer to appendix F for the ranking order.

Roll return – using an SMS When you create your roll return tables your SMS automatically ranks the ethnicities using Statistics New Zealand rankings – refer to Appendix F for the ranking order.

Completing tables by hand Use the table in Appendix F to help you rank and group ethnicities if you complete the form by hand.

Example 1: A student identifies as New Zealand Māori (211) and New Zealand European or Pākehā (111).

- » Record both ethnicities in his or her individual student record.
- » Report as New Zealand Māori in the ethnicity by funding year level and ethnicity by age tables in your roll return.

Example 2: A student identifies as Vietnamese (413) and New Zealand European or Pākehā.

- » Record both ethnicities in his or her individual student record.
- » Report as South-east Asian in the ethnicity by funding year level and ethnicity by age tables in your roll return.

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Full-time equivalent (FTE)

Introduction	The March, June and September roll returns are FTE counts. Note that the July return is a headcount.
What is FTE?	<p>The Ministry funds schools on FTE. Calculate FTE by adding together class contact hours, dividing by 20 and rounding to one decimal point. For most students FTE can be between 0.1 and 1.0.</p> <p>Use the full-time equivalent (FTE) field to work out whether to report a student as full-time or part-time:</p> <ul style="list-style-type: none">» a full-time student has $FTE = 1.0$» a part-time student has $FTE < 1.0$.
FTE for years one to eight	You must count all years one to eight students as full-time students ($FTE = 1.0$). Your SMS will default year one to eight students to full-time.
Under-16 year olds	All students younger than 16 years old must be full-time, except 15-year-old students attending an STP.
Secondary Tertiary Programmes (STP)	<p>Students attend a Secondary Tertiary Programme (STP) can have an FTE between 0.0 and 1.0. Base an STP student's FTE on the number of class contact hours the student spends at school.</p> <p>Important -</p>
How to add up FTE totals for part-time students	<p>You must add the FTE for part-time students (with the same funding year level and gender) without rounding – this is a change from previous roll returns.</p> <p>Example 1: You have three part-time female students in year 12, each with an FTE of 0.2. The total FTE will be 0.6 (i.e. 3×0.2), so write 0.6 on the form. In previous years you would round the total to 1.0.</p> <p>Note: SMSs will apply this rule automatically.</p>
How to record part-time students in ENROL	Tick the part-time flag in ENROL if a student has an FTE of less than 1.0.

Gender

Gender	The Ministry uses gender data to survey participation, retention and achievement by gender in New Zealand.
Recording gender	Record the gender (male or female) of each child in your SMS and ENROL.

Iwi affiliation

Introduction	The Ministry collects Iwi affiliation data from the student data file sent by Schools using. Be sure to enter Iwi affiliation in your SMS.
Iwi affiliation	<p>Iwi affiliation is about ancestry. Note that some students may affiliate with an Iwi but won't identify as Māori.</p> <p>The Ministry uses the data to report to Iwi authorities and rūnanga on the educational participation and achievement of their children. The Ministry and schools also use this data for statistical purposes.</p>
Collecting Iwi affiliation	<p>Your school's enrolment form should ask students for Iwi affiliations. You should record Iwi affiliation in your SMS and ENROL.</p> <p>The Ministry doesn't ask Iwi affiliation questions in the roll return forms.</p>
Iwi affiliation code list	<p>The Ministry uses Statistics New Zealand standard classification to code Iwi. Use these codes when you enter the Iwi affiliations into your SMS.</p> <p>You can information about Iwi classification on the Education Counts website:</p> <p>» www.educationcounts.govt.nz/goto/codesets</p> <p>You can send other queries about collecting and coding Iwi to:</p> <p>» iwi.data@minedu.govt.nz.</p>

Māori language learning (MLL)

Introduction

The Ministry collects *Māori language learning* (MLL) data in all four roll returns:

School type:	Roll return and question number			
	March	June	July	September
Primary	Three	n/a	Six	n/a
Intermediate	Three	n/a	Six	n/a
Special	Three	Part of E1 Summary	Six	Part of S1 Summary
Composite	Three		Six	
Secondary	Three		Six	
Teen Parent Unit	Four	n/a	Seven	n/a
Correspondence	Two	n/a	Six	n/a

The Ministry uses the MLL data to:

- » fund schools for Māori language and immersion programmes
- » measure participation in these programmes.

Recording Māori language learning data

You should record the highest MLL level for each student. You can record the highest MLL level in your SMS.

Level of learning

You can select one of seven levels for each student. The levels themselves fall into three groups:

- » Māori-medium.
- » Māori language.
- » Taha Māori.

Māori-medium

Māori-medium is where your school delivers the whole curriculum in Māori only (immersion) or in both Māori and English (bilingual).

Level	School teaches curriculum in Māori:
1	81– 100% of class time – more than 20 and up to 25 hours a week
2	51– 80% of class time – more than 12.5 and up to 20 hours a week
3	31–50% of class time – more than 7.5 and up to 12.5 hours a week
4a	12%–30% of class time – for more than 3 and up to 7.5 hours a week

Continued next page

Māori language learning (MLL), Continued

Te Reo Māori

Te Reo Māori is where your school teaches Māori language as a subject.

Level	School teaches Te Reo Māori as a subject for:
4b	At least 3 hours per week
5	Less than 3 hours per week

Some schools offer Te Reo Māori as a separate subject but rotate students through the Te Reo Māori programme – perhaps a term at a time. Count the students in the programme on the roll count date if this applies to your school.

Taha Māori

Your school teaches Māori songs, greetings and simple words. This covers just one level.

Level	Description
6	Māori songs, greetings and simple words

Reporting Māori language learning data

The MLL table is a count of students by *funding year level* and *MLL level*.

March and July Returns

Your SMS will complete the MLL tables when you run your roll return process, or complete the downloadable version of the table if your school doesn't use an SMS.

The table of has two rows for each MLL level:

- » Enter the number of students by funding year level at that level of Māori language learning in the first row.
- » Enter the number of Māori students in the second row.

Always complete both rows; even if all your students are Māori.

June and September Returns

Your SMS will complete the MLL table in the S1 Summary form when you run your roll return process. The table will only count students in funded levels 1, 2, 3, 4a and 4b in year nine and above.

Exclude some students from the MLL return

Exclude international students and alternative education students from the Māori language learning tables. International students and alternative education students are not eligible for Māori language funding.

Exclude students enrolled in Secondary Tertiary Programmes from the Māori language learning tables.

Your SMS will automatically exclude these students from the roll return tables.

National student number (NSN)

Introduction

The National Student Number (NSN) is a unique identification number for every student in a New Zealand school. The Ministry gives an NSN to a student when you record a student in ENROL.

It is mandatory to record an NSN in your SMS for all of your students when you run your **July** roll return. It is not mandatory for your other roll returns.

Why have an NSN?

Having the NSN allows:

- » students to better track their own education history
 - » the education providers to manage and share information about students easily and in a way that protects student privacy
 - » the Ministry of Education to uniquely identify students and undertake longitudinal studies.
-

What we collect

The NSNs are stored in the National Student Index database. The National Student Index includes only basic student information:

- » Name.
- » Date of birth.
- » Residential status.
- » Gender.

The National Student Index **does not** include academic results or information about where students live.

Using NSNs in the school's SMS

You can import NSNs from ENROL into your SMS using *Get-Check* in your SMS. This saves the NSN against each student record.

Note: The NSN doesn't replace your school student identification number.

Off-site classes and units

Introduction

The Ministry collects *Off-site classes and units* data from **state and state-integrated schools** in the March and July roll returns:

School type:	Roll return and question number	
	March	July
Primary	n/a	10
Intermediate	Seven	n/a
Special	n/a	n/a
Composite	Nine	n/a
Secondary	Eight	n/a
Teen Parent Unit	n/a	n/a
Correspondence	n/a	n/a

You should list any Activity Centres, Off-site Learning Centres, Off-site Classes or Special Purpose Units that your Board of Trustees is responsible for.

Off-site learning centres

Off-site classes or units are programmes your school runs separately from mainstream classes that the Ministry funds separately.

Students at off-site learning centres remain on the roll of a main school and should return to the main school eventually.

What we collect

Keep records of your off-site classes and units, and the count of students attending them by gender.

Do not include students from your school who go to another school or unit run by an organisation for a special class. For example, technology classes at the local college.

ORS and Section Nine

Introduction

The Ministry does not ask specific questions about ORS or Section Nine students in the roll returns. You should normally count ORS and Section Nine students on your roll as regular students.

ORS and Section Nine covers two loosely related programmes:

- » Ongoing Resourcing Scheme (ORS).
 - » Section Nine agreements.
-

Ongoing resourcing scheme (ORS)

The Ongoing Resourcing Scheme (ORS) grants funding for students with the highest special education needs. Most often these students have these special education needs permanently. ORS can be *high needs* or *very high needs*.

Note: the Ministry has renamed *Ongoing Resourcing Scheme (ORS)* from what was *Ongoing Reviewable Resourcing Scheme (ORRS)*.

Section Nine agreement

A Section Nine agreement is a formal agreement between the Ministry of Education and the parents or guardians of a child or young person. A Section Nine agreement allows the child or young person to receive special education services or to enrol at a special school.

Note:

- » ORS students usually have a Section Nine agreement.
 - » Not all Section Nine students are ORS students.
 - » The Ministry sends a confirmation letter to the educator and parents when the Ministry approves an ORS application. The Ministry considers the confirmation letter to be the Section Nine agreement.
-

Age limits

ORS and Section Nine agreements relax the age limits for certain funding year levels. They allow special education needs students to:

- » stay in years one to eight after they turn 14.
 - » attend school until the end of the year in which they turn 21.
-

Continued next page

ORS and Section Nine, Continued

Setting up ORS and Section Nine students in your SMS

In your SMS you can record students as:

Description	Value
High ORS	H
Very High ORS	V
Section Nine without ORS	S
No ORS or Section Nine	N

Properly setting up a special education needs student using the ORS and Section Nine field will relax the age check rules in your SMS.

Further information

For further information about ORS and Section Nine agreements go to:

» www.minedu.govt.nz/NZEducation/EducationPolicies/SpecialEducation/PublicationsAndResources/FormsAndGuidelines.aspx

Pacific-medium – language and level

Introduction

The Ministry collects *Pacific Medium Education* data in the July 2013 School Roll Return. Attach the J9 table from your SMS to answer the Pacific-medium education question:

School type:	Question in July return:
Primary	Seven
Intermediate	Seven
Special	n/a
Composite	Seven
Secondary	Seven
Teen Parent Unit	n/a
Correspondence	n/a

The Ministry uses Pacific-medium data to:

- » measure how much Pacific-medium education schools provide
 - » aid policy development.
-

Definition

Schools can deliver Pacific-medium education curriculum:

- » in a Pacific language only (immersion)
 - » in a Pacific language and English (bilingual).
-

Pacific languages

The Ministry collects Pacific-medium data for:

- » Cook Island Māori
 - » Fijian
 - » Niuean
 - » Samoan
 - » Tokelauan
 - » Tongan
 - » Other Pacific languages.
-

Pacific-medium education

Schools can report Pacific medium education at four levels.

Level	School teaches curriculum in a Pacific language:
1	81–100% of total time – more than 20 and up to 25 hours per week
2	51–80% of total time – more than 12.5 and up to 20 hours per week
3	31–50% of total time – more than 7.5 and up to 12.5 hours per week
4	12–30% of total time – than 3 and up to 7.5 hours per week

The Pacific language learning table has one row for each Pacific-medium level. Enter the total number of students at that Pacific language learning level by funding year level.

SMS tables

Record the highest level of learning for each student in your SMS. Your SMS will create one **J9** table for each Pacific language your school teaches.

Peak roll

(for state and state-integrated schools – excludes special and secondary schools)

Introduction

The Ministry collects peak roll data from ENROL. The Ministry also collects some peak roll data in the March 2013 School Roll Return:

School type:	Question in March return:
Primary	Six
Intermediate	Six
Special	n/a
Composite	Eight
Secondary	n/a
Teen Parent Unit	n/a
Correspondence	n/a

What we collect

The Ministry collects the following peak rolls.

Peak roll for:	Is collected from:
2012 and month it occurred	ENROL
2013, 2014 and 2015	The March 2013 School Roll Return form

The Ministry can only get peak roll data for 2013, 2014 and 2015 from the roll return form. Please complete as best you can.

Why collect peak rolls?

The Ministry uses peak roll data for property planning for schools.

Predicted rolls

Introduction

The Ministry collects *predicted rolls* in the July 2013 School Roll Return:

School type:	Question in July return:
Primary	Nine
Intermediate	Nine
Special	Nine
Composite	Eleven
Secondary	Eleven
Teen Parent Unit	n/a
Correspondence	n/a

The question asks for three prediction types:

- » Roll predictions.
- » Estimated new entrants.
- » Māori medium predictions.

You can only provide this data on the roll return form. Please enter the data in the form when you complete your roll return.

Why collect predicted rolls?

The Ministry uses the predicted rolls in three ways:

- » To help calculate the first funding instalment of 2014.
 - » To help calculate the provisional staffing roll for 2014. The Ministry uses the 2013 provisional staffing roll to calculate the Guaranteed Minimum Formula Staffing (GMFS) for 2014.
 - » For planning and forecasting.
-

Roll predictions

In July 2013, schools should:

- » predict their student rolls for March 2014
 - » estimate their student rolls for March 2015 and March 2016.
-

Estimated New Entrants

In 2013, schools should estimate New Entrant enrolments from 1 March 2014 – 1 October 2014. The Ministry uses these estimates to improve the accuracy of the Ministry's estimate for roll growth (new entrants) for the school year and resource.

Māori-medium predictions

In July 2013, schools should predict the total students in Māori language learning levels 1 to 4b for March 2014.

Previous school

Introduction

The Ministry collects previous school data from ENROL.

Why collect previous school data?

The Ministry uses previous school data to help with projecting rolls and property planning.

Recording previous school data in your SMS

You should enter a student's previous school in your SMS as part of your enrolment procedure.

Privacy Indicator

What is the privacy indicator?

Schools should use the privacy indicator in their SMS to suppress student address details for privacy reasons.

Contact the Data Collection Unit if the Ministry should suppress a student's surname.

Reason for leaving

Introduction

The Ministry collects reason for leaving data from ENROL and your school's student data file.

Why collect reason for leaving data?

The Ministry uses the reason for leaving data to work out which students to count on the school leaver tables. In March 2013, the school leaver tables will report on students who have left school permanently in the year to 1 March 2013.

What to record

You must enter the leaving reason on a student's record when a student leaves your school. You will need to record this information in your SMS and ENROL.

Select one reason from the following list:

Code	Description
S	Transferred to another school in New Zealand
H	Transferred to home-schooling
O	Gone overseas
D	Deceased
X	Expulsion (applies to those 16 years or older)
L	End of Schooling (applies to those 16 years or older)
E	Granted Early Exemption (applies to those under 16 years old)
K	Exclusion (applies to those under 16 years old)
C	Continuous Absence

School leavers

The Ministry reports school leaver data externally. The Ministry collects and counts full-time and part-time students as leavers for student types below:

- » Domestic students; includes regular and regular adult students.
- » Students leaving from a Teen Parent Unit, counted at the attached unit not the funding school.
- » Students leaving from Alternative Education programme, counted in national totals but not with the funding school.

The Ministry classifies the codes L, O, D, X, E as leaving school permanently. Students leaving school permanently (except code D) must provide a Post School Activity.

Continued next page

Reason for leaving, Continued

Collecting school leaver data

The Ministry uses ENROL to work out who has left school. The Ministry collects other information from the .moe files; this includes: student type, FTE and Non-NQF attainment.

The Ministry also collects information about **Non-NQF qualifications** your school provides. This is in the March 2013 School Roll Return:

School type:	Question in March return:
Primary	n/a
Intermediate	n/a
Special	n/a
Composite	Six
Secondary	Six
Teen Parent Unit	n/a
Correspondence	Four

Post school activity

The Ministry and schools are seeking more accurate information on students' post-school activities. Please record what the student indicates as his or her post-school activity.

Code	Description
10	Further education or training
11	Employment and further education/training
12	Employment
13	Other
88	Unknown

Funding year level of school leavers

The Ministry works out the leavers' funding year levels as the funding year levels they were at when they left school. The exception is where students attend school at the start of the year but leave before 1 March. In this case, the Ministry counts the leavers at their funding year level from last year.

Your SMS will either adjust these school leavers' funding year levels automatically, or prompt you to do so.

Satellite classes

(for special schools only)

Satellite classes

In the July 2013 School Roll Return, special schools with students taught in satellite classes should:

- » list the name of the schools that run the classes
- » give the numbers of students attending the classes.

Special schools should also specify which of these students have high or very high ORS and need mobility assistance.

School ID

What is School ID?

School ID is the unique identifier number the Ministry of Education assigns to schools.

Student ID

What is student ID?

Student ID is the unique identification number your SMS assigns to your students.

Student name

Introduction

The Ministry collects the names in the student data file (.moe file) that you send to the Ministry.

Why collect student names?

- The Ministry collects the student name data:
- » for data quality work with ENROL
 - » to assign National Student Numbers (NSN).
-

Legal student name

The legal student name is the student's legal surname, first name and middle names as on the student's birth certificate or passport.

You should enter the student's correct full legal name in the *legal name* field in your SMS.

Preferred student name

Students may have a preferred name that isn't on the student's birth certificate or passport.

You should enter other names in the preferred name field in your SMS. Never enter a preferred name in the legal name field.

Student types

Introduction The Ministry uses student type data to work out which students to fund. You can assign a student one student type only.

Student types Below is a list of all valid student types.

Code	Student type	Count in roll return?
FF	International Fee-paying Student	Yes, as international
EX	Exchange Student	Yes, as regular student
RE	Regular Student	Yes, as regular student
	Regular student enrolled in a Secondary Tertiary Programme (STP)	Yes, as an STP student
RA	Regular Adult Student (year nine and above students only)	Yes, as adult student
AD	Returning Adult Student (year nine and above students only)	Yes, as adult student
AE	Alternative Education Student (year nine to 13 students only)	Yes, as alternative education student
EM	External Student	No
SA	Satellite Class Student	No
NA	Not Attending	No
NF	Not Funded	No
SF	Separately Funded	No

Choosing the right student type Choose the first student type above that applies to your student. The Ministry ranks student types in this order.

International fee-paying student (FF) An international student is a student who pays full tuition costs with his or her own funds or sponsored funds.

Exchange student (EX) An exchange student is a student studying in New Zealand under a New Zealand Government approved programme. Exchange students don't pay tuition fees. You can treat exchange students as regular students in your roll return.

However, you cannot count an exchange student if he or she is in an exchange with a domestic student you are still counting on your roll.

Continued next page

Student types, Continued

Codes for exchange schemes

Code exchange students as belonging to either:

- » One of the 12 Government-approved Exchange Schemes (for example, AFS)
- » A Government-approved Exchange Agreement (for example, a school-to-school agreement. Schools should hold documentation to verify this).

Use these codes for exchange schemes:

Code	Exchange scheme
01	American Field Service (AFS) Intercultural Programmes New Zealand
02	ARK International Educational Travel & Exchange
03	ASSE New Zealand Student Exchange
04	Education First (EF) Foundation
05	IGO International Limited
07	New Zealand – German Student Exchange
08	New Zealand Institute Of International Understanding
09	Rotary International New Zealand
10	Student Travel Schools (STS) High School Foundation
11	Youth for understanding (YFU) New Zealand
12	World Youth Service Society (WYSS)
13	New Zealand – France Student Exchange
14	Student Exchange Australia New Zealand
15	Tahiti Exchange
Code	Approved school to school exchange
99	New Zealand school has a partner school in another country which is approved by the New Zealand government.

Regular student (RE)

A regular student is a New Zealand student or a student treated as a New Zealand student for funding and staffing purposes. A regular student is also aged less than 19 years at 1 January of the roll count year. Special-education-needs students can attend school as regular students until the end of the year in which they turn 21.

Regular students include:

- » students in general classrooms
- » students in special education needs units.

Regular students exclude:

- » international fee-paying students
- » alternative education students
- » adult students.

Regular adult student (RA)

A student, aged 19 years or over on 1 January of the roll count year, who continues at school. See also the section on adult student enrolment policy on page 28.

Continued next page

Student types, Continued

Returning adult student (AD)

A returning adult student is a student who:

- » returns to school after a year-long break (or longer)
- » is aged 19 years or over on 1 January of the roll count year.

See also the section on adult student enrolment policy on page 28.

Alternative education student (AE)

Schools can count an alternative education (AE) student on one school's roll only, either the managing school's roll or another consortium school's roll.

Schools can't count AE students as regular students; the Ministry funds AE student places through a separate contract.

AE students must have a funding year level between year nine and 13.

External student (EM)

An external student is a student who attends your school for some courses but attends another school for most of his or her instruction.

Do not count an external student on your roll return. The student's other school should enrol and count the student.

Satellite class student (SA)

Some schools host a special school satellite class for students with special education needs.

Do not count satellite class students count on your roll return. The special school the satellite class belongs to should enrol and count the student.

Not attending (NA)

Use this student type for students not attending on roll count day if there is no documentation to support his or her absence. The NA code is for temporary absence only. Do not use it for students who have left the school permanently. You won't count these students on your roll return.

Not funded (NF)

Use this student type for students attending school on roll count day that do not receive funding or pay fees. This is typically students on a 28-Day Waiver or an Extended 28-Day Waiver.

Separately funded (SF)

A separately funded student is a student in a separately funded unit. Exclude separately funded students from your roll return.

Teacher losses – Insert-E

(for state and state-integrated schools only)

Introduction	The Ministry sends an Insert-E with the July 2013 School Roll Return. The Insert-E asks for leaving reasons for permanently appointed teachers that have left your school (and the state-schooling sector) between pay-period four in May of last year to period four in May of the current year.
When will you get an Insert-E?	<p>You will only get an Insert-E if you have had permanently appointed teachers leave your school (and the state-schooling sector) between pay-period four in May of last year to period four in May of the current year.</p> <p>The Insert-E doesn't include teachers who have left your school to teach at another state or state-integrated school.</p>
Collecting teacher loss data	Schools should enter the reason that best describes why each teacher left. Use a reason listed on the form and enter the appropriate code in the <i>Reason</i> field.
Why collect teacher loss data?	<p>The Ministry uses teacher loss data:</p> <ul style="list-style-type: none">» in teacher supply analysis and policy» to identify teacher employment trends and patterns.

Teacher vacancies in state schools

(for state and state-integrated schools only)

Introduction

The *Vacancies for Full-time Permanent Teachers* question is in the March 2013 roll return:

School type	Question
Primary	Seven
Intermediate	Eight
Special	Five
Composite	Ten
Secondary	Nine
Correspondence school	Five

What is teacher vacancy data?

The Ministry would like to know:

- » if you have vacancies to re-advertise
- » the number of vacancies you have to re-advertise
- » the number of vacancies you are actively seeking to fill
- » the vacancy details.

Note: A board isn't 'actively seeking to fill' a vacancy if the board is not advertising the vacancy and a limited-term appointee is filling the vacancy.

Reporting teacher vacancy data

You can only answer this question on the roll return form. Use the codes at the bottom of the page in the roll return form to complete the fields.

Why collect teacher vacancy data?

The Ministry uses teacher vacancy data:

- » to find trends in staffing difficulties
 - » for teacher supply analysis.
-

Teaching staff at private schools (for private schools only)

Introduction

Teaching staff at private schools is a question in the March 2013 School Roll Return:

School type	Question
Primary	Five
Intermediate	Five
Composite	Seven
Secondary	Seven

Why collect teaching staff at private schools data?

The Ministry uses teaching staff at private schools data, with data from the Ministry's payroll database, to get a fuller picture of total teacher numbers and full-time teacher equivalents in New Zealand schools.

What teaching staff at private schools data

Teaching staff at private schools data asks for the numbers of full-time and part-time teaching staff at your school. It also asks for part-time staff teaching hours.

Tuition fee (for international students)

(For state and state-integrated schools only)

Introduction

The Ministry gets tuition fee data from ENROL.

Collecting tuition fee data

Enter the weekly tuition fee charged in New Zealand dollars (excluding GST) in your SMS and ENROL for each international fee-paying student.

Schools that provide scholarships to international students must still report the full tuition costs.

International Student Levy (ISL) and Export Education Levy (EEL)

For information about the International Student Levy (ISL) and Export Education Levy (EEL) go to:

» www.minedu.govt.nz/LevyCollection

Enquiries

Contact Ron Ross, Administrator International Student Levies, if you have questions about tuition fees:

» Email: ronald.ross@minedu.govt.nz

» Telephone: (04) 463 8073

» Facsimile: (04) 499 4532

» Ministry of Education, National Office, PO Box 1666, Wellington.

Tuition weeks (for international students)

(For state and state-integrated schools only)

Tuition weeks

The Ministry collects the tuition weeks data from ENROL.

The Ministry uses the tuition weeks data to calculate the international student levy for state schools. The Ministry calculates the levy by multiplying the number of weeks by a weekly rate.

School type	Weekly rate	Notional number of weeks in school year
Primary and intermediate	\$10.73 (including GST)	40
Secondary, area and special	\$11.00 (including GST)	39

Current year level

Current year level

The current year level (CYL) goes from year one (previously primer one or J1) to year 13 (previously form seven).

Schools decide the current year level for their students. Schools record current year level in ENROL and their SMSs. ENROL and SMSs automatically increase the year level by one at the start of each year. Schools can reset the year level for any student if necessary.

Funding year level

Introduction

Funding year level measures the number of years a student receives schooling. Funding year level provides the Ministry of Education with a way to count students for resourcing that is independent of:

- » the way schools assign academic year levels
 - » students' programmes of study.
-

Funding year level is not the same as current year level

Funding year level is not a measure of a student's academic level. Where a student fits academically is at the principal's discretion. Thus a student's current year level may be different from his or her funding year level.

Misconceptions

Do not base funding year level on:

- » a student's fifth birthday since students may start school any time between their fifth and sixth birthdays
 - » a school's internal system of promoting students to the next academic level in April or May
 - » a student's academic level, even if you've accelerated or held back the student.
-

Calculating funding year level

You would normally base a student's funding year level on the date the student began schooling.

To calculate the funding year level, check the student's First schooling date:

If the first schooling date is:	Then Funding Year is:
on or before 1 July	1
after 1 July	0

The student keeps this funding year level for the rest of the calendar year. In January of the next year increase every student's Funding Year by one.

Your school's SMS calculates funding year level using these rules.

Continued next page

Funding year level, Continued

Examples of funding year level calculation

Example 1: Tim started school for the first time on 15 May 2012. His funding year level was year one for the rest of 2012. In January 2013 he went up to year two. In 2014 he will be in year three.

Example 2: Aroha started school for the first time on 2 July 2012. Her funding year was year zero for the rest of 2012. In January 2013 she went up to year one. In 2014 she will be in year two.

Example 3: Susan transferred to your school from another school on 10 August 2012. Her First schooling date (at her previous school) was 5 June 2010. Therefore in 2013 her funding year is year four, having started school for the first time as a year one in 2010.

Example of wrong calculation: Susan (above) started at your school on 10 August 2012. If using her first attendance date (at this school) instead of her first schooling date (at her previous school), she would register as funding year level one in 2013. This calculation is wrong.

Students moving from another school

Be sure to use the date a student first started school as the *date of first schooling* when a student moves from another school. Do not use the date the student starts at your school.

Students starting school after age six

When a student starts school after the compulsory starting age of six you have two choices:

1. Use the student's sixth birthday as the first schooling date. You can use this date to work out the student's funding year level.
2. Otherwise choose the funding year level most students of the same age have.

These rules apply to migrant children and previously home-schooled students.

Re-setting funding year level

You can only reset a student's funding year level at year seven, year eight and year nine:

- » Students in their final two years of primary and intermediate schooling must have their funding year level set at year seven and year eight to calculate the correct funding and staffing for technology.
 - » Set the funding year level for all students in their first year of secondary level schooling to year nine.
-

Continued next page

Funding year level, Continued

Funding year level for school leavers	<p>Decrease a student's year level by one if he or she attends your school at the start of the year, but leaves before 1 March. This means the student's funding year level is the same as last year's.</p> <p>This means the Ministry can report the student's correct year level in the school leaver data.</p>
Returning students	<p>When a 16-year-old (or older) student returns to school after leaving schooling for at least a year, give them the same funding year level as when they left.</p>
Returning adult students	<p>Give returning adult students a funding year level matching their subject levels.</p>

Zoning status

(For state schools only – excludes state-integrated schools)

Introduction

A student's zoning status shows whether the student lives inside or outside the school's zone.

Note: Zoning status only applies to state schools with an approved enrolment scheme.

Why collect zoning status data?

The Ministry collects zoning status data to help the Ministry with accommodation provision and school network planning.

Zoning status is a question in the March 2013 roll return:

School type	Question
Primary	Four
Intermediate	Four
Composite	Four
Secondary	Four

Does my school have an enrolment scheme?

If you're unsure whether your school has an enrolment scheme, contact your local office or refer to :

» www.schoolzones.co.nz

Private schools do not have Ministry-approved enrolment schemes.

Enrolment scheme vs. Zoning

Kura Kaupapa Māori, designated character schools, special schools and state integrated schools may have approved enrolment schemes, but they will not have school zones. Therefore these schools do not need to provide zoning status data.

Recording zoning status

Schools can choose from three codes when setting a student's zoning status:

Code	Name	Description
INZ	In zone	Student lived in school zone at any time after first attendance date.
OUTZ	Out of zone	Student lives outside the school's zone. Count all adult students as out of zone.
NAPP	Not applicable	Zoning status doesn't apply to the student.

Schools with SMSs

You should be able to enter whether your school has an enrolment scheme in your SMS. You should also be able to enter the date your school entered the scheme.

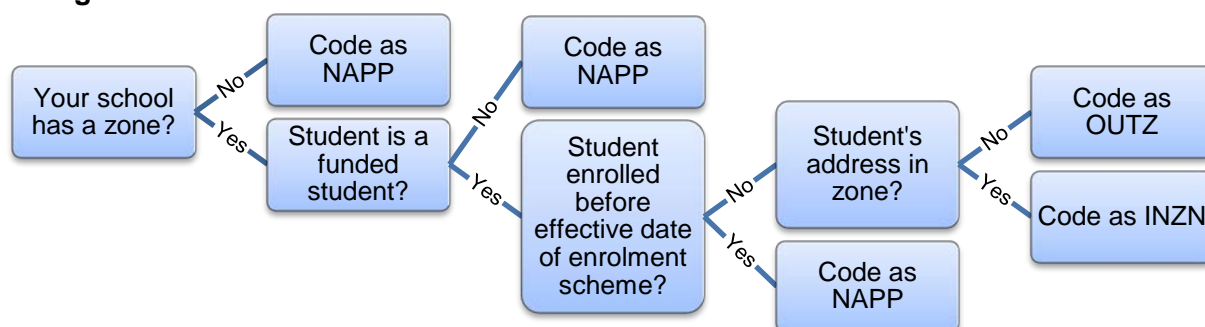
Your SMS should automatically default your students to 'not applicable' (NAPP) if you do not have an enrolment scheme.

Continued next page

Zoning status, Continued

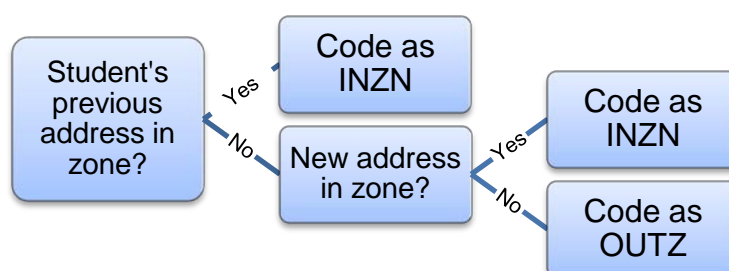
Working out a student's zoning status

Use the chart below to work out a student's zoning status.



Student moves or scheme changes

Use the chart below to work out a student's zoning status if he or she moves, or your enrolment scheme changes.



Who is coded NAPP?

Schools must code the following students as NAPP (Not applicable):

- » All students whose date of first attendance at your school is before the effective date of your school's enrolment scheme.
- » All international fee-paying students and students attending your school but enrolled elsewhere.
- » Students that are boarding at the school hostel.
- » Part-time students.

More information

You can find more information at:

- » www.minedu.govt.nz/enrolmentschemes

Primary – Year one to eight schools

Introduction The following sections apply to schools with year one to eight students.

Early childhood education (ECE) participation (for year one students)

Introduction The Ministry gets early childhood education (ECE) data from ENROL. The ECE data you enter in ENROL is critical to the Ministry's early childhood education team. The Ministry has no other source that can provide accurate ECE participation data within ethnic groups for new entrants.

ECE participation The Ministry needs data for new entrants and year one students transferring from other schools.

School administrators should identify:

- » whether year one students attended any form of Early Childhood Education (ECE) regularly in the six months before starting school
- » the number of hours a week they attended each ECE service (up to three services)
- » the total number of years the student regularly attended ECE services.

The Ministry recommends you collect this information on your enrolment form. You can find information and examples of enrolment form questions at:

- » **www.educationcounts.govt.nz/goto/guidelines**

Reporting the data in ENROL and your SMS You must enter this information in ENROL for new entrants. You don't need to enter this information into your SMS for new entrants although you might find this useful.

Language learning below year nine

Introduction

Language learning below year nine is a question in the July 2013 School Roll Return. This question collects data on the numbers of students at primary year levels who received language tuition (other than English or Te Reo Māori) any time during the year.

School type	Question
Primary	Eight
Intermediate	Eight
Special	n/a
Composite	Eight
Secondary	Eight (for students in years seven and eight only)
TPU	n/a
Correspondence	Seven

Why collect language data?

The Ministry collects language learning data to measure participation in language education.

Language learning

The Ministry collects data on these languages:

Language
Samoan
Cook Island Māori
Tongan
Niuean
Fijian
Tokelauan
Other Pacific languages
French
German
Japanese
Spanish
Russian
Chinese languages
Indonesian
Other languages

Continued on next page

Language learning below year nine, Continued

Reporting language learning data

Complete the table in the roll return form. In the table, count students in years one to six together and students in years seven and eight together. Within these two groups classify the students as learning:

- » Less than 15 hours a year
 - » 15 to 30 hours a year
 - » More than 30 hours a year.
-

Learning over the year

You should estimate the number of students receiving language instruction over the entire year if your school teaches a language rotationally (for example, term by term).

Pacific Languages

Do not include students learning Pacific languages if you've already counted them in the Pacific-medium question.

Secondary – Year nine and above

Introduction The following sections apply to schools with year nine to 15 students.

Hours per year

What is hours per year? This field indicates the approximate number of hours per year a student studies a secondary level subject. These figures only need to be approximate so you don't need to adjust the numbers for holidays, sports days.
Do not include subjects that you timetable for less than 20 hours per year.

Secondary qualifications (academic attainment)

Introduction	<p>The Ministry works with NZQA to report on School Leaver Academic Attainment. The Ministry uses secondary qualification information to measure the academic achievement of students when they leave school.</p>
ENROL	<p>The Ministry uses ENROL to identify school leavers.</p>
SMS	<p>Keep your SMS up-to-date with your student attainment data.</p> <p>You can enter secondary attainment data for school leavers in three data fields:</p> <ul style="list-style-type: none">» National Qualifications Framework (NQF) attainment.» Non-NQF attainment.» University Entrance.
NQF attainment	<p>NQF attainment information will be in the results file from the NZQA website. When you download the data file you can transfer the attainment codes for each student into your SMS. NZQA will let schools know when the downloadable files are available.</p> <p>Go to Appendix A for a NQF attainment and SMS codes list.</p>
Non-NQF attainment	<p>Schools can offer alternative qualifications to NQF such as:</p> <ul style="list-style-type: none">» Accelerated Christian Education diplomas» the International Baccalaureate diploma» Cambridge International exams. <p>You will need to update manually the non-NQF attainment field for each student in your SMS.</p> <p>Go to Appendix B for a non-NQF attainment and SMS codes list.</p>
University entrance	<p>The university entrance field shows whether students achieved university entrance within the NQF or other qualifications.</p> <p>Go to Appendix C for a UE qualifications list.</p>
Ranking NQF and non-NQF attainment	<p>Appendix D contains a list showing attainment for secondary school leavers ranked from the highest attainment to the lowest (no formal qualification). Use this table if a student has studied NQF and non-NQF qualifications and you need to work out which attainment level is higher.</p>

Secondary subjects

Introduction

Secondary subjects is a question in the July 2013 School Roll Return:

School type:	Question in July return:
Composite	Nine
Secondary	Nine
Teen Parent Unit	Eight
Correspondence	Eight

The Ministry collects data on subjects that students study any time during the school year (rather than at one date).

Counting students

The secondary subjects question is a count of students studying each subject at each instructional year level. Count a student if he or she studies a subject for more than 20 hours over the year.

Instructional year level

A student's instructional year level may differ from a student's funding year level. For example, a Year 13 student studying Science at NCEA Level One is instructional year level 11 for science.

Correspondence school

In the secondary subjects question, you can count a student studying a subject through the Correspondence School.

STAR

Report STAR subjects with other subjects.

Year nine and 10 - Compulsory subjects

Schools teach seven compulsory curriculum areas to year nine and 10 students: language and languages, mathematics, science, technology, social sciences, the arts and health and physical well-being. Please include the subjects for year nine and 10 students in your July 2013 School Roll Return.

Using your SMS

You can enter subject information for individual students in your SMS. The codes your school uses in the timetable section of your SMS must map to the Ministry's subject codes. This means that when you send your .moe file it will contain the correct Ministry codes for your students' subjects.

Go to Appendix E for subjects and subject codes.

Continued next page

Secondary subjects, Continued

Integrated studies

For integrated studies (where classes use content from more than one curriculum area) timetable the two main subjects as best as possible. Or, use the integrated studies subject code (INTS).

Mode of instruction

Leave the mode of instruction field for each of your timetabled subjects blank in your SMS.

Instructional year level

Instructional year level (secondary subjects)

Each subject has a level of study, known as instructional year level, associated with it to indicate the class level at which it is generally studied. The instructional year level may differ from a student's funding year level. For example, a year 13 student studying science at NCEA level one is to be recorded under instructional year 11.

Instructional year level	What subjects to include
ZN07	Not collected in the roll return
ZN08	Not collected in the roll return
ZN09	Include all subjects being studied at this level
ZN10	Include all subjects being studied at this level
Include all subjects being studied at these levels such as:	
ZN11	NCEA level one Other national certificate level one Locally developed year 11 subjects Other year 11 curriculum such as ACE, IB or Cambridge exams
ZN12	NCEA level two Other national certificate level two Locally developed year 12 subjects Other year 12 curriculum such as ACE, IB or Cambridge exams
ZN13	NCEA level three Other national certificate level three Locally developed year 13 subjects Other year 13 curriculum such as ACE, IB or Cambridge exams
ZNAD	New Zealand scholarship Other national certificate level four Note: On roll return forms and computer-generated tables, students studying at the advanced level must be counted with those in instructional year level Y13.

Secondary Tertiary Programmes

Introduction

The Ministry is now collecting Secondary Tertiary Programme (STP) student count data by funding year level in the roll count tables in all four roll returns.

The Ministry will continue to collect the STP student count by STP provider as a separate question in the March and July returns.

STP student count by STP provider

The Secondary Tertiary Programme (STP) question is in the March and July roll returns:

School type	Roll return and question number	
	March	July
Special	Four	Eight
Composite	Four	10
Secondary	Four	10
Correspondence	Four	10

The STP question is a count of your STP students by STP provider.

STP student count by funding year level

From 2013, you must count STP students in the new STP columns separate from other student types:

School type	Roll return and question number			
	March FTE	June FTE	July Headcount	September FTE
Special	Two	Part of E1 Summary	Two	Part of S1 Summary
Composite	Two		Two	
Secondary	Two		Two	
Correspondence	One		Two	

Operational funding for STP students

The Ministry will fund schools for their STP students using the STP FTE data in a new cash-based calculation.

The Ministry needs to ensure that schools do not receive additional staffing entitlements or operational funding, so exclude STP students from:

- » The regular student roll count
 - » The Māori Language Learning tables.
-

Continued next page

Secondary Tertiary Programmes, Continued

Secondary Tertiary Programmes (STP)

STPs deliver trades and technology programmes to year 11 to 13 students. These students can combine study at an STP with studies towards their National Certificate of Educational Achievement (NCEA).

The purpose of STPs is to:

- » motivate more students to stay engaged in learning and training by providing them with a greater number of options for study
- » provide students with clear pathways post-school by giving them a head start on training for vocational qualifications and smooth access to employment
- » improve the responsiveness of schools to business and economic needs.

Refer to Appendix G for a list of Secondary Tertiary Programmes.

Using your SMS

You should set up an STP student in your SMS as a regular student. Then follow these steps:

- 1) Select the Secondary Tertiary Programme the student is attending.
Contact your SMS provider if you have trouble selecting an STP provider for your student.
 - 2) Set the student's FTE to show the time the student spends at school. Each student's FTE may vary as follows:
 - a. FTE is zero if the student is at a tertiary-based STP and does not attend classes at school.
 - b. FTE = 1 if the student is a full-time student attending a school-based STP.
 - c. FTE = 0.1 to 0.9 if the student is part-time at school and part-time at tertiary provider.
 - 3) If the student attends a school-based STP you can use the Secondary Tertiary Programme subject code "STPR" – not relevant if the student is off-site.
-

STP in ENROL

In ENROL, use the 'attending off-site' flag to help us identify STP students.

Teen Parent Unit (TPU)

Introduction The Ministry of Education collects Teen Parent Unit (TPU) roll count data to:

- » identify when maximum roll changes may be necessary
- » help with audit and statistical reporting.

Enrolling regular students The Ministry advises Teen Parent Units (TPU) to prioritise enrolments for **regular** students who are pregnant or a parent.

Note: a regular student is a student who is younger than 19 years old on 1 January of the current year.

Enrolling adult students Schools can choose to:

- a. continue enrolments for adult students who first enrolled in the TPU as eligible regular students.
- b. enrol adult students who are pregnant or a parent.

The Ministry recommends schools enrol adult students in TPUs only if schools do not foresee the adult students taking the place of eligible regular students who may enrol later in the school year.

Note: an adult student is a student who had his or her 19th birthday before 1 January of the current year.

Part-time students To enrol part time a student must be 16 years or older

However, all students between 16 and 18 years old and receiving a Young Parent Payment from the Government must be in full-time education to receive the benefit.

Maximum rolls The Ministry uses higher rates and maximum rolls to fund TPUs.

Schools can enrol students in their TPU above the maximum rolls but the Ministry recommends that schools only enrol students above their maximum roll if:

- a. the school adds extra staffing and funding to the TPU to not disadvantage students (for example, add staff to keep teacher-student ratios at levels the students are entitled to)
- b. the TPU does not break health and safety rules by enrolling too many students.

Changing your maximum roll The Ministry plans to monitor enrolments yearly and will consider lowering a TPU's maximum roll if:

- a. there are fewer students enrolling at the TPU than the maximum roll
- b. there are adult students taking roll places long-term.

Continued next page

Teen Parent Unit (TPU), Continued

Completing the TPU form

For the March and July roll returns:

1. The Ministry sends TPU forms to governing schools.
 2. The governing school should complete the TPU form using information from the school's SMS.
 3. The teacher in charge of the TPU and the governing school principal should check and sign the TPU form.
-

Students to include on the TPU form

Include students who attend the TPU for tuition on the roll count date.

For absences of more than five days, you need a medical certificate from a registered medical practitioner or a registered counsellor. Keep the certificate on file.

TPU students absent following the birth of a child

TPU students may be absent following childbirth. Count an absent student if:

- » he or she was attending the TPU for tuition in the current school year before the roll count date
 - » The TPU has:
 - a medical certificate for the student
 - a birth certificate for the child
 - documented evidence the student intends to return to the TPU
 - » his or her absence does not exceed 15 consecutive weeks in the current school year.
-

TPU student categories

The Ministry classifies TPU students into four types:

- » Eligible and enrolled regular students.
- » Enrolled adult students.
- » Over-maximum eligible and enrolled regular students.
- » Over-maximum enrolled adult students.

A list of all TPU student types and codes are on the next page. Make sure you use the correct codes in your SMS.

In ENROL, use the 'attending off-site' flag to help the Ministry identify TPU students.

Continued next page

Teen Parent Unit (TPU), Continued

TPU student types

This table lists all the TPU student types and their SMS codes.

Student type	SMS code	Definition and description	Where counted
Teen parent eligible and enrolled regular student	TPRE	<p><i>A teen parent eligible and enrolled regular student:</i></p> <ul style="list-style-type: none"> » is pregnant or is a parent » is enrolled within the TPU's maximum roll » was under 19 years old at 1 January of the current year. <p>A TPRE student can stay enrolled at a TPU after the year in which he or she reached 19 years old. However at the beginning of the new year change his or her student type to <i>teen parent enrolled regular adult student</i> (TPRAE).</p>	TPU Form only
Teen parent enrolled regular adult student	TPRAE	<i>Teen parent enrolled regular adult students</i> are adult students enrolled at the TPU within the TPU's maximum roll.	TPU Form only
Teen parent eligible and enrolled regular student over maximum roll	TPREOM	<i>A teen parent regular student over maximum roll</i> is a regular student whose enrolment causes the TPU to exceed its maximum roll.	Governing school form and TPU form
Teen parent regular adult student over maximum roll	TPRAOM	<i>A teen parent regular adult student over maximum roll</i> is an adult student whose enrolment causes the TPU to exceed its maximum roll.	Governing school form and TPU form
Returning adult student attending teen parent unit	TPAD	Do not use this code in 2013. Use either the TPRAE or TPRAOM codes for adult students.	N/A

Governing school's SMS and roll return

The governing school's SMS will **exclude** TPRE and TPRAE students from the governing school's roll return tables.

The governing school's SMS will **include** the over-maximum and returning adult students on the governing school's roll return tables:

- » TPREOM students as regular students.
- » TPRAOM and TPAD students as adult students.

Appendices

Appendix A – NQF attainment codes

Codes for NQF Qualifications

The list below shows Secondary Attainment for NQF qualifications and how they are aggregated for the school leaver collection.

Attainment column in SL1 Table	Code	Title
NZ Scholarship award or other NQF qualification at Level Four or higher	43	National Certificate at Level Four
	40	3+ NZ Scholarship subjects
NCEA Level Three or other Level Three NQF qualification	34	NCEA Level Three
	35	NCEA Level Three (Achieved)
	36	NCEA Level Three (with Merit)
	37	NCEA Level Three (with Excellence)
	33	Other Level Three NQF Qualification
30+ credits at Level Three or above	56	30+ credits at Level Three or above
NCEA Level Two or other Level Two NQF qualification	24	NCEA Level Two
	25	NCEA Level Two (Achieved)
	26	NCEA Level Two (with Merit)
	27	NCEA Level Two (with Excellence)
	04	Other Level Two NQF Qualification
30+ credits at Level Two or above	55	30+ credits at Level Two or above
NCEA Level One or other Level One NQF qualification	14	NCEA Level One
	15	NCEA Level One (Achieved)
	16	NCEA Level One (with Merit)
	17	NCEA Level One (with Excellence)
	13	Other Level One NQF Qualification
40+ credits at any level including literacy and numeracy for NCEA Level One	54	40+ credits at any level including Level One literacy and numeracy credits
40+ credits at any level without literacy and numeracy for NCEA Level One	53	40+ credits at any level without Level One literacy and numeracy credits
14–39 credits at any level including literacy and numeracy for NCEA Level One	52	14–39 credits at any level including Level One literacy and numeracy credits
14–39 credits at any level without literacy and numeracy for NCEA Level One	51	14–39 credits at any level without Level One literacy and numeracy credits
1–13 credits at any level	30	1–13 credits at Level Three
	20	1–13 credits at Level Two
	10	1–13 credits at Level One
No formal attainment	00	No Formal Attainment

Appendix B – Non-NQF qualification codes

Codes for non-NQF Qualifications

The following table shows the secondary attainment codes for non-NQF qualifications.

Code	Description
60	International Baccalaureate (prep year) Year 11
61	International Baccalaureate Year 12
62	International Baccalaureate Year 13
70	Cambridge International Exams Year 11
71	Cambridge International Exams Year 12
72	Cambridge International Exams Year 13
80	Accelerated Christian Education Year 11
81	Accelerated Christian Education Year 12
82	Accelerated Christian Education Year 13
90	Other Overseas Awards Year 11
91	Other Overseas Awards Year 12
92	Other Overseas Awards Year 13
00	No formal Attainment

Appendix C – University entrance qualifications

New Zealand university entrance

University entrance as set by NZQA is listed below.

Qualification	Level achieved	Equivalent
NZ University Entrance	42 NQF credits at level 3 or higher including: <ul style="list-style-type: none"> » a minimum of 14 credits at level 3 or higher in each of two subjects from the ‘approved subject’ list » a further 14 credits at level 3 or higher taken from one or two additional domains on the NQF or ‘approved subjects’ list » plus 14 NQF credits at level 1 or higher in Mathematics or Pāngarau » plus 8 NQF credits at level 2 or higher in English or Te Reo Māori. 	University Entrance

University Entrance Equivalents

University Entrance equivalent attainments for non-national qualifications are listed below.

Qualification	Level achieved	Equivalent
Accelerated Christian Education Certificate	Year 13: 29+ credits achieved	University Entrance
Cambridge International Exams	Year 13: Minimum of 120 points in A or AS levels and 3+ subject passes Minimum grade D+ with literacy and numeracy standard	University Entrance
International Baccalaureate Diploma (2-year course)	Year 13: 24 points minimum	University Entrance, 6 subjects

Appendix D – Ranking of NQF and non-NQF attainments

Ranking of all secondary attainments

The following list shows attainment for secondary school leavers ranked from the highest attainment to the lowest (no formal qualification).

Use this table to work out a student's highest attainment level if the student has studied both national qualifications and an overseas or non-national qualification.

Highest attainment code	Attainment classification
43	National Certificate at Level Four
40	NZ Scholarship award (3+ scholarship subjects)
34, 35, 36, 37	NCEA Level Three
33	Other Level Three NQF Qualification
62, 72, 82, 92	International Baccalaureate Year 13 or Cambridge International Exams Year 13 or Accelerated Christian Education Year 13 or Other Overseas Award Year 13
56	30+ Credits at Level Three or above
24, 25, 26, 27	NCEA Level Two
04	Other Level Two NQF Qualification
61, 71, 81, 91	International Baccalaureate Year 12 or Cambridge International Exams Year 12 or Accelerated Christian Education Year 12 or Other Overseas Awards Year 12
55	30+ Credits at Level Two or above
14, 15, 16, 17	NCEA Level One
13	Other Level One NQF Qualification
54	40+ Credits at any Level including Level One literacy and numeracy credits
53	40+ Credits at any Level without Level One literacy and numeracy credits
60, 70, 80, 90	International Baccalaureate (prep year) Year 11 or Cambridge International Exams Year 11 or Accelerated Christian Education Year 11 or Other Overseas Awards Year 11
52	14–39 Credits at any Level including Level One literacy and numeracy credits
51	14–39 Credits at any Level without Level One literacy and numeracy credits
30	1–13 Credits at Level Three NCEA
20	1–13 Credits at Level Two NCEA
10	1–13 Credits at Level One NCEA
00	No Formal Attainment

Appendix E – Secondary subject codes

Subject	Code	Subject	Code
Language and Languages/Ngā Reo		Technology/Hangarau	
Chinese	CHIN	Technology	TECH/ TECN
Communication Skills	COMM	Biotechnology	BITE
Cook Island Māori	COOK	Computer Science or Programming	COSC
English	ENGL	Computer Studies	COMP
English as a second language	ENSL	Design, Drawing and Graphics	DEST
English (Remedial)	REME	Electronics and Control	ELTE
French	FREN	Food Technology	FOTE
German	GERM	Graphics	GRAP
Indonesian	INDO	Information or Communication Tech	INTE
Japanese	JAPA	Materials Technology	MTEC
Korean	KORE	Structures and Mechanisms	STME
Latin	LATI	Text and Information Management	TIMA
Niuean	NIUE	Textiles or Clothing	CLTX
Other Languages	OLAN		
Pacific Language Studies	PLAN	The Arts/Ngā Toi	
Russian	RUSS	The Arts	ARTA
Samoan	SAMO	Art Design	ARTD
Spanish	SPAN	Art History	ARTH
Te Reo Māori	MAOR	Dance	DANC
Te Reo Rangatira	RANG	Drama	DRAM
Tokelauan	TOKE	Music/Music Studies	MUSC
Tongan	TONG	Music Practical / Performance	MUSP
		Painting	ARPA
Mathematics/Pāngarau		Performing Arts	APER
Mathematics	MATH	Photography	ARTP
Mathematics with Calculus	MATC	Printmaking	ARPR
Mathematics with Statistics	MATS	Sculpture	ARTS
Mathematics (Remedial)	REMM	Visual Arts	ARTC
Accounting	ACCO		
		Social Sciences/Tikanga-a-iwi	
Science/Putaiio		Social Studies	SOST
Science	SCIE	Classics or Classical Studies	CLST
Agriculture or Horticulture	AGHO	Community Studies	CMTY
Biology/Biological Science	BIOL	Economics	ECON
Chemistry	CHEM	Geography	GEOG
Earth Science or Astronomy	EAAS	History	HIST
Human Biology	HUMB	Language and Cultural Studies	LACU
Physics	PHYS	Māori Studies	MAOS
		Media Studies	MEST
		Other Social Sciences	SOSC

Continued next page

Appendix E – Secondary subject codes, Continued

Subject	Code	Subject	Code
Health and Physical Education/Hauora		Other (continued)	
Health and Physical Education	HEPH	Industrial Trades (For example, Automotive, Electrical, Electronic)	INTR
Health	HEED	Integrated studies	INTS
Home Economics	HOME	Legal or Law-related studies	LAWS
Outdoor Education	OUED	Life skills or Personal Development	LIFE
Physical Education	PHED	Religious Education or Studies	REST
Sports Studies	SPOR	Remedial Studies	REMS
		Secondary Tertiary Programme	STPR
Other		Service Trades (For example, Hairdressing, Chef)	SETR
Commerce related (For example, Business, Sales and Marketing, Finance)	BUSS	Special Needs Programme	SPPR
Farming	FARM	Study-Skills	STDY
Fishing	FISH	Transition or Pre-employment	TRAN
Forestry	FOTY	Travel, Hospitality or Tourism	THTR

Appendix F – Statistics New Zealand ethnicity list

Ethnic group for roll returns

Use the ethnicity list below if you complete your roll return by hand. Start at the top of the ethnicity list and use the first ethnicity that applies to your student. Then look to the right-hand column for the ethnic group for your student.

Code	Ethnicity list	Ethnic group for reporting
211	Māori	Māori
351	Tokelauan	Tokelauan
361	Fijian	Fijian
341	Niuean	Niuean
331	Tongan	Tongan
321	Cook Island Māori	Cook Island Māori
311	Samoan	Samoan
37	Other Pacific Peoples	Other Pacific Peoples
411	Filipino	Southeast Asian
412	Cambodian	
413	Vietnamese	
414	Other Southeast Asian	
431	Indian	Indian
421	Chinese	Chinese
441	Sri Lankan	Other Asian
442	Japanese	
443	Korean	
444	Other Asian	
511	Middle Eastern	Middle Eastern
521	Latin American	Latin American
531	African	African
611	Other ethnicity	Other
999	Not stated	
128	Australian	Other European
121	British or Irish	
127	German	
122	Dutch	
123	Greek	
124	Polish	
125	South Slav	
126	Italian	
129	Other European	
111	New Zealand European or Pākehā	New Zealand European or Pākehā

Appendix G – Secondary Tertiary Programmes (STP)

List of Secondary Tertiary Programmes

Below is a list of all secondary tertiary programmes in New Zealand as at 1 February 2013. Please use this list when answering the STP questions in the March and July roll returns.

Secondary Tertiary Programme	Provider
Academy of Trade and Technology (UCOL)	Universal College of Learning (UCOL)
Canterbury Tertiary College (CPIT)	Christchurch Polytechnic Institute of Technology (CPIT)
Central Lakes Trades Academy (Otago)	Otago Polytechnic
Eastern Bay of Plenty Trades Academy (Trident High)	Trident High School
Hawke's Bay School's Trades Academy (EIT)	Eastern Institute of Technology
Kelston Girls' Business and IT Trades Academy (Kelston Girls')	Kelston Girls' College
Land Based Trades Academy (NTA)	National Trades Academy
Manurewa High School Trades Academy	Manurewa High School
Nelson Tasman Trades Academy (Nayland College)	Nayland College
NZ Primary Industries Trades Academy (FITEC)	Forest Industries Training & Education Council (FITEC)
Primary Industries Trades Academy (Taratahi)	Taratahi Agricultural
Southern Cross Trades Academy	Southern Cross Campus
Tai Tokerau Trades Academy (Tikipunga High)	Tikipunga High School
Tāmaki College Trades Academy	Tāmaki College
Taranaki Trades Academy (WITT)	Western Institute of Technology at Taranaki (WITT)
Taumarunui High School Senior Trades Academy	Taumarunui High School
Te Aho o Te Kura Pounamu Kuratini Tuwhera	Te Aho o Te Kura Pounamu (Te Kura)
Waikato Trades Academy (Wintec)	Waikato Institute of Technology (Wintec)
Wellington Trades Academy (WelTec)	Wellington Institute of Technology (WelTec)
West Auckland Trades Academy (Massey)	Massey High School
West Coast Trades Academy (Greymouth High)	Greymouth High School
Manukau Institute of Technology (MIT)	MIT

Useful links

Roll return links	Documents at this website
www.educationcounts.govt.nz/goto/guidelines	<ul style="list-style-type: none"> » School Roll Return Guidelines 2013 » Enrolment form guidelines » Code sets.
Other links	
www.minedu.govt.nz/Circulars	Education circulars
www.minedu.govt.nz/resourcinghandbook	Resourcing handbook
www.minedu.govt.nz/sms	Information on SMS project initiatives
www.minedu.govt.nz/enrol	ENROL help and FAQ's
www.educationcounts.govt.nz/statistics/schooling	School statistics
www.educationcounts.govt.nz/find-a-school	School directory

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