Te Mahau

2024 School Roll Return Guidelines

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Te Kāwanatanga o Aotearoa
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Te Tāhuhu o te Mātauranga
Ministry of Education

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Overview

Introduction

Every year in March and July the Ministry of Education collects data from all schools about the students enrolled – a 'roll return'. The Ministry also collects June and September returns from state and state-integrated schools with students in funding year levels nine to 15.

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
» to identify students that may require additional support and/or resources to enable participation in learning
» for national and international reporting

Who are these guidelines for?

These guidelines are for school staff who are responsible for submitting 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 for all New Zealand schools including state schools, state-integrated schools and private schools, and all school types:

» **Contributing schools (Years 1 to 6)**
» **Full primary schools (Years 1 to 8)**
» **Intermediate schools (Years 7 to 8)**
» **Composite schools (Years 1 to 15)**
» **Restricted composite schools (Years 7 to 10)**
» **Specialist schools**
» **Secondary schools (Years 7 to 15)**
» **Secondary schools (Years 9 to 15)**
» **Te Aho o Te Kura Pounamu (Correspondence School)**

How best to use this document

This document details a lot of information across the multiple areas that make up the school roll return process. Below are some navigation tips to help you find the information you are looking for:

Blue text indicates a link to the section of this document it is referencing when clicked. To return to where you were, press Alt + LeftArrow.

If you have a specific query, click the related section in the Table of Contents to jump to that section.

Alternatively, you can search the document for all instances of keywords by pressing Ctrl + F and typing the word or words you want to find.

Student management systems

Schools with or without Student Management Systems (SMS) can use these guidelines. For information about SMSs click here.

Ministry contact details

For further information about completing your roll return contact:

☎ **Phone: 04 463 0915**
Email: school.returns@education.govt.nz
✉ **Post: Freepost Authority Number 159045**
Schooling Data Team
Ministry of Education
PO Box 1666, Wellington

Privacy Statement

The Ministry of Education (The Ministry) manages all personal information it collects from schools about their students in accordance with the provisions of the Privacy Act 2020.

Collection of Personal Information	The Education and Training Act 2020 allows the Ministry to collect personal information about school students. The schools collect the information from students and enter it into the student management system (SMS), or directly into ENROL. The schools send the information to the Ministry using the School Roll Returns throughout the year.
Ministry Use of Personal Information	The Ministry uses the student information collected from the School Roll Returns for the following purposes: • fund and staff schools • support policy analysis/development • project rolls for the appropriation of Government funding over a 3-year cycle • to monitor the outcomes of the New Zealand education system • Undertake research and publish education statistics nationally and internationally. • to identify students that may require additional support and/or resources to enable participation in learning
Access and Storage	Only authorised Ministry staff can access the information collected from the School Roll Returns. The student information is stored in a secure database, separate from other Ministry databases and information repositories.
Disclosure of Personal Information	The Ministry will not disclose or share personal information collected from the School Roll Returns to third parties unless it is authorised or required to do so under law. The Ministry will only release aggregate or de-identified information to the public.
Information Sharing Agreements with other Agencies	Under Information Sharing Agreements, the Ministry shares information collected from the School Roll Returns with the Ministry of Social Development (MSD), the Ministry of Health (Health), and Statistics NZ. The Ministry will advise schools of any new information sharing agreement that uses information collected from the School Roll Returns.
Ministry of Social Development	The Ministry shares specified personal information with MSD to support the Youth Service Initiative. The Youth Service identifies young persons who may have difficulty finding future employment, training or further education.

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Privacy Statement, *Continued*

Ministry of Health	The Ministry shares specified personal information with Health to support the B4 School Checks initiative. The B4 School Check is a nationwide programme offering a free health and development check for 4-year-olds. The Ministry provides Health with information about 5-year-olds enrolled in school to assist in identifying students who have not been offered or completed the B4 School Check.
New Zealand Qualifications Authority (NZQA)	The Ministry shares personal demographic information with NZQA to calculate statistics for the Enrolment-Based Measure (EBM). EBM enables detailed analysis and reporting of NCEA attainment, including the production of Secondary Statistics.
Statistics NZ	Under an Information Sharing Agreement, the Ministry shares specified personal information with Statistics NZ for use in the Integrated Data Infrastructure (IDI) which is used by authorised researchers for research and statistical purposes. Outcomes of research and statistical analysis using the IDI will not identify any individuals.
Te Whatu Ora	Under an Information Sharing Agreement, the Ministry shares specified personal information with Te Whatu Ora to assist the mitigation of an infectious disease outbreak. The Ministry provides Te Whatu Ora with address and personal data to support ongoing analysis and outbreak management in the case of a notified infectious disease outbreak.

Privacy Statement for School Enrolment forms

The School manages all personal information it collects from students in accordance with the provisions of the Education and Training Act 2020 and the Privacy Act 2020.

Collection and use of Personal Information	The School collects the information on this enrolment form for the following purposes: 1. enrol your child at school; 2. assess the educational needs of your child; 3. ensure the school get the correct resources from the Ministry of Education for your child.
Access and Storage	Only authorised school staff will have access to your child's information, and your child's information may only be accessed for appropriate purposes. Your child's information is securely stored in the School's student management system (SMS). Schools without a SMS will complete their roll returns manually using an excel template, which is supplied to the Ministry over a secure network. This information is stored securely and appropriately. You can ask to see the information the schools hold on your child, and request corrections to the information, at any time, by contacting the School.

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Privacy Statement for School Enrolment forms, *Continued*

Disclosure of Personal Information	The School will not disclose or share personal information collected on this enrolment form to third parties unless it is authorised or required to do so under law.
Information Sharing Agreements with other Agencies – Ministry of Education	The Education and Training Act allows the Ministry of Education (the Ministry) to collect personal information about school students without consent from the student (or parent/caregiver). The school will collect the information about your child on this enrolment form and enter it into the school's SMS, or directly into ENROL. ➢ The schools will send some of this information to the Ministry in the School Roll Return collection. The Ministry will use this information to fund and staff schools, support policy analysis/development, project rolls for the appropriation of Government funding over a 3-year cycle, to monitor the outcomes of the New Zealand education system, undertake research and publish education statistics nationally and internationally.
Ministry of Social Development	Under an Information Sharing Agreement the Ministry shares specified personal information with the Ministry of Social Development (MSD) to support the Youth Service Initiative. The Youth Service identifies young persons who may have difficulty finding future employment, training or further education. The Ministry provides MSD with address and phone number information. The Youth Service uses this information to contact the individuals and support them into employment, training or further education.
Ministry of Health	Under an Information Sharing Agreement, the Ministry shares specified personal information with the Ministry of Health to support the B4 School Checks initiative. The B4 School Check is a nationwide programme offering a free health and development check for 4-year-olds. The Ministry provides Health with information about 5-year-olds enrolled in school to assist in identifying students who have not been offered or completed the B4 School Check.
New Zealand Qualifications Authority (NZQA)	The Ministry share personal demographic information with NZQA to calculate statistics for the Enrolment-Based Measure (EBM). EBM enables detailed analysis and reporting of NCEA attainment, including the production of Secondary Statistics.
Statistics NZ	Under an Information Sharing Agreement, the Ministry shares specified personal information with Statistics NZ for use in the Integrated Data Infrastructure (IDI). The IDI is used by authorised researchers for research and statistical purposes. Outcomes of research and statistical analysis using the IDI will not identify any individuals.

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Te Whatu Ora	Under an Information Sharing Agreement, the Ministry shares specified personal information with Te Whatu Ora to assist the mitigation of an infectious disease outbreak. The Ministry provides Te Whatu Ora with address and personal data to support ongoing analysis and outbreak management in the case of a notified infectious disease outbreak.

What's new in 2024

Outline	The Ministry has updated the roll returns as follows: » **Removed Predicted Rolls** as they are no longer necessary. » Updated **Privacy Indicator** to provide clearer guidance on its use. Schools with more use than expected, will be contacted directly. » **Updates to several code lists** – Iwi Affiliation and Country or Jurisdiction of Citizenship.
Update your SMS	Update your SMS to the latest version. The latest SMS versions meet all the 2024 roll return changes. View the latest SMS versions approved for Roll Returns 2024 on: http://www.educationcounts.govt.nz/school-sms-roll-returns

Key historical changes

Paper-based rolls no longer collected	Since 2016 the Ministry no longer collects paper-based rolls from schools. Schools with a student management system (SMS) should submit an electronic roll file (.moe file) directly from their system. Schools that don't use an SMS submit an electronic copy of their roll tables using Excel forms provided. More information on this can be found in the Completing your returns without an SMS section of this document.
Standardised tables	Since 2017 we standardise the Student Management Systems (SMS) table printouts across all returns. The tables are renumbered so that the same table has the same number across all returns. Since 2019, there are two new summary tables showing school roll by total ethnicity. These count students under each ethnicity they identify with instead of prioritising, so totalling these it may appear that a school has more students in these tables. Since 2023, these tables have been updated to reflect multiple gender responses and may well have a single column of Another Gender and Not Stated grouped together.
Web forms for non-funding data	Parts of the old paper-based roll return form have been replaced by a web form. This is collected in July separate to the roll return, with questions about languages taught in primary schools. The form will be sent to schools as a survey link in an email around the time of the July roll return. This was updated in 2024 to remove predicted roll questions as this data is no longer used by the Ministry.
Host Schools responsible for TPU returns	From 2019 host schools are now responsible for Teen Parent Unit (TPU) returns. Students enrolled at TPUs should be included with the host school's return ensuring each student is set with the correct teen parent student type.

Key dates for 2024 Roll Returns and ENROL

Term	Date	Event	Steps
Term one	Early Feb	Enrol new and transferring students in ENROL and your SMS	All schools should: 1. Update ENROL with year seven and nine students from contributing and primary schools. Use *batch processing* 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	Schools should start preparing for the March 2024 Roll Return. Get your SMS ready: 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. 4. Make sure your principal has been set up as the roll return approver in your SMS (where Electronic Approval is available).
	1 Mar	**Roll count date**	**The March 2024 School Roll Return count date.**
	8 Mar	**March return due date**	**Upload your *approved* Electronic Roll Return (.moe file) by 8 March 2024.**
Term two	Mid May	Prepare for your June return	Secondary level schools should prepare for the June 2024 Roll Return. Get your SMS ready: 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. 4. Make sure your principal has been set up as the roll return approver in your SMS (where Electronic Approval is available).
	31 May	**Roll count date**	**The June 2024 School Roll Return count date *(for state and state-integrated schools only)***
	7 Jun	**June return due date**	**Upload your *approved* Electronic Roll Return (.moe file) by 7 June 2024.**

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Key dates for 2024 Roll Returns and ENROL, Continued

Term	Date	Event	Steps
Term two	Mid Jun	Prepare for your July return	Schools should start preparing for the July 2024 Roll Return. Get your SMS ready: 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. 4. Make sure your principal has been set up as the roll return approver in your SMS (where Electronic Approval is available).
	1 Jul	**Roll count date**	**The July 2024 School Roll Return count date.**
	8 Jul	**July return due date**	**Upload your *approved* Electronic Roll Return (.moe file) by 8 July 2024.**
Term three	Mid-Aug	Prepare for your September return	Secondary level schools should prepare for the September 2024 Roll Return. Get your SMS ready: 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. 4. Make sure your principal has been set up as the roll return approver in your SMS (where Electronic Approval is available).
	2 Sep	**Roll count date**	**The September 2024 School Roll Return count date *(for state and state-integrated schools only).***
	9 Sep	**September return due date**	**Upload your *approved* Electronic Roll Return (.moe file) by 9 September 2024.**
Term four	Mid Nov – Dec	Withdraw leaving students in ENROL and SMS	Use your SMS to sort leavers by the school they intend to transfer to. Sort year-six and year-eight students by Leaving Reason. Use Batch processing in your SMS to withdraw year-six and year-eight students, and then withdraw other students leaving your school.

Roll Returns 2024

Introduction

In 2024, the Ministry will collect two roll returns from all schools:
» March 2024.
» July 2024.

The Ministry will also collect two other roll returns from state and state-integrated schools with year nine to 15 students:
» June 2024.
» September 2024.

Which roll returns do I complete?

The table below shows the roll returns each school type needs to complete.

		Roll return			
School authority type	**School type**	**March**	**June**	**July**	**Sept**
Private schools	All types	**Yes**	No	**Yes**	No
State and state integrated	Primary and Intermediate	**Yes**	No	**Yes**	No
	Composite	**Yes**	**Yes**	**Yes**	**Yes**
	Secondary	**Yes**	**Yes**	**Yes**	**Yes**
	Specialist	**Yes**	**Yes**	**Yes**	**Yes**

Prior to each roll return that your school is required to complete, you will receive an automated reminder email.

To ensure you receive these emails, please ensure you notify the Ministry of any changes to your school's key contact email addresses for roll returns.

Roll count and due dates

The table below shows the headcount dates for each roll collection, as well as the date that your return should be submitted to the Ministry by.

Roll Return	Count Date	Due Date
March	01/03/2024	08/03/2024
June	31/05/2024	07/06/2024
July	01/07/2024	08/07/2024
September	02/09/2024	09/09/2024

Preparing for your roll return

Get your enrolments up-to-date

To include a student on your school's roll return, you first need to enrol them at your school.

To enrol a student who is new to the New Zealand Education system you first need to sight documentation that proves their:

» eligibility status
» name and date of birth

Get this documentation when you first enrol the student.

Please refer to the Privacy Statement for School Enrolment Forms section in this document for advice on what to include on your enrolment forms.

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

You need to update your Student Management System (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 described in the Student and School Records chapter in this document
» enter and store this information on your school's SMS (if you use one) and ENROL
» check key funding and planning related fields in your SMS to ensure accurate returns. These fields include: student type, full-time equivalent, funding year level, Māori language level, Pacific language level, zoning status, residential address, ORS/Section 37 flag and Secondary Tertiary Programme (STP).

If your school does not use an SMS please refer to the Completing your return without an SMS section of this document.

Checking your SMS data

You can run validation checks in your SMS before the roll count date. Do this to resolve any errors before the roll count day. These validations will automatically run when you generate your official roll file, any errors will prevent you from submitting, so it is best to correct these as early as possible.

Make sure approver is set up

The principal (or acting principal) will need to electronically sign off the .moe file before it is sent. Make sure they are set up as an approver in your SMS. Contact your SMS vendor directly to add an authorised approver.

When can you run the roll return in your SMS?

You can run your official return from the 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 2024	1 March 2024	30 April 2024
June 2024	31 May 2024	24 June 2024
July 2024	1 July 2024	23 August 2024
September 2024	2 September 2024	31 October 2024

Electronic Roll Return (.moe file)

Introduction

In 2016, the existing Electronic Roll Return (.moe file) fully replaced the old paper-based form as your official roll return. Schools using a student management system (SMS) can now generate and submit their roll return via an electronic file directly from their SMS.

The Electronic Roll Return has been a reliable way of sending roll data and has been improved over many years. For a full list of fields in the return, refer to the Roll Return Specifications on Education Counts.

Processing your roll

For a full breakdown of how to run the roll return process in your SMS, please refer to your vendor's user guide. If you have any problems or queries whilst generating your roll file, please contact your vendor directly for assistance.

Electronic Approval

Electronic Approval is a SMS function that allows a principal to check and approve their return on screen in their SMS before it can be sent to the Ministry. This replaces the declaration principals used to sign on the paper-based forms and adds the following data fields to the .moe file:

- Approver name.
- Approver role.
- Approval date.
- Donations scheme response (July only)

All SMS vendors have now implemented Electronic Approval and **your principal must complete the declaration** prior to submitting your roll file. Roll files submitted without electronic approval included, do not meet audit requirements and so are considered incomplete. Schools that do not have approval data included will be contacted informing them of this.

What records should schools keep

Schools will still need to print their audit lists and keep these on-site for audit purposes. Note that completing audit class lists is optional.

Schools should also print their roll return tables so they can review their roll summaries. Schools should keep these on-site for their records and for tabling at their next BOT meeting. Schools should not send these tables to the Ministry.

Roll books must be kept for 7 years, then they must be destroyed with permission of the Board of Trustees.

Donations Scheme

Outline

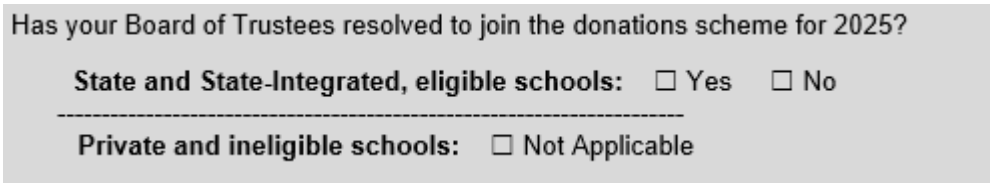
The July Roll Return acts as the collection for schools to inform the Ministry that they are opting into the Donations Scheme for the following year. The decision to opt in or out of the donations scheme is an annual one. Eligible schools who opted into the donations scheme in 2024 will need to confirm if they want to remain in the donations scheme for 2025 by opting in through their July Roll Return.

The Donations Scheme currently applies to State and State-Integrated schools with an Equity Index number of 432 or higher OR schools that are currently opted-in to the scheme. In order to be able to opt-in, Boards are required to record the decision to opt-in in their Board minutes.

Boards are encouraged to consult with their school communities to ensure their views are reflected when making the decision to opt into the donations scheme or not, and to let their school communities know their final decision.

How to provide response

Principals will be presented with the following question in their SMS when completing the Electronic Approval declaration for their July roll return:



In order to submit your electronic roll file an option must be selected. Please ensure you only select an option that corresponds with your school type and Equity Index number – additional data quality checks have been added to verify this.

Depending on your SMS, some Private/Ineligible schools may not be presented with the above, with 'Not applicable' automatically being selected.

Boards of host schools will need to opt in separately for their attached specialist purpose units (Teen Parent Units and Activity Centres). Activity Centres can opt into the scheme by completing the donations scheme opt-in form available from here.

More information

For more information regarding the Donations Scheme please go to: www.education.govt.nz/school/funding-and-financials/fees-charges-and-donations/

For more information regarding the Equity Index please go to: www.education.govt.nz/our-work/changes-in-education/equity-index/

Student management system (SMS) table printouts

Introduction

Your student management system (SMS) creates roll return tables when you run your roll return. You should keep copies of these tables for your records, but you no longer need to send them to the Ministry.

Important

You do not need to send the Ministry copies of the tables. We will use the Electronic Roll Return (.moe file).

What are the tables?

The tables are standardised across all roll returns. Depending on your SMS and the count date you'll be able to generate some or all of these tables. The roll return tables are prefixed with the letters M, E, J and S for the **M**arch, Jun**e**, **J**uly and **S**eptember returns respectively. The table below lists all possible roll return tables.

Table name	SMS table number(s)
FTE roll table	1
Zoning status *(State non-integrated schools only)*	2
Headcount roll table	3
Roll count student tables	4,5 and 6
Māori language learning	7
Secondary Tertiary Programmes	8
Pacific medium	9
Secondary subject	10
Teen Parent Unit tables	11-16
Audit lists and tables	n/a

Important

You should keep copies of these tables along with the Audit Lists.

Completing your return without an SMS

Introduction

This section provides information for on how to complete your School Roll Return for schools that do not use an SMS.

Check ENROL

Before you begin, ensure ENROL is up-to-date – including enrolments, leavers, international student weekly fees and off site students.

Completing the Roll Return Template

Use the following steps to complete your roll return if your school does not have an SMS.

Stage	Description
1	Before the count day download the Roll Return Template from Education Counts: » http://www.educationcounts.govt.nz/goto/forms
2	Read and follow the Instructions tab on the Roll Return Template
3	Download the ENROL Report "*Detailed Information of Students Currently Enrolled at a School*" and paste the student details into the Student List tab in the Roll Return Template
4	Check the details have been inputted correctly and all relevant fields have been completed
5	Once completed, fill in the Declaration tab and save a copy of the Roll Return Template for your records
6	Submit the completed Roll Return Template to the Ministry by the due date. Send the return via the Secure Data Portal. The template **should not** be emailed. The Secure Data Portal can be accessed by following the link, clicking on 'Application Logon Links' at the top of the screen and selecting 'Logon to Secure Data Portal'

Donations Scheme Response

From 2020 the opt-in process to the Donations Scheme has been incorporated into the July roll Return. For more information, please refer to the Donations Scheme section in this document or visit the below webpage: www.education.govt.nz/school/funding-and-financials/fees-charges-and-donations/

The July Roll Return template will include a Donations Scheme question in the declaration tab that **you must select a response** for. Please ensure you only select an option that corresponds with your school type and Equity Index number. Any schools that submit without a valid response will be contacted and asked to resubmit.

Domestic and international student enrolments

Domestic and international student definitions

The Ministry defines domestic and international students in ***Circular 2020/08 - Eligibility to enrol in New Zealand schools*** which is available at:

» http://www.education.govt.nz/our-work/publications/education-circulars/latest-circulars/circular-202008/

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).
» Exchange students.

Domestic students (permanent)

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

Domestic students (permanent) can be:

1. New Zealand citizens (including Cook Islands, 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 2020/08 - Eligibility to enrol in New Zealand schools – Education in New Zealand for more information.

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Domestic and international student enrolments, Continued

Domestic student (time-bound)

Domestic Students (time-bound) are foreign students who hold a current student visa and meet these criteria:

1. Parent has a current work visa and student has a valid student visa.
2. Parent is a New Zealand citizen or resident and student has applied for a residence visa.
3. Parent or student is a refugee or protected person.
4. Parent has a scholarship offered by the New Zealand Aid Programme administered by the Ministry of Foreign Affairs and Trade.
5. Parent has a military visa.
6. Parent is doing a PhD at a New Zealand University.
7. Parent is a diplomat.
8. International adoption.
9. Parent is on an exchange programme.
10. International student who has come into CYF care.
11. 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 enrols 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 2020/08 - Eligibility to enrol in New Zealand schools – Education in New Zealand for more information.

Exchange student

Exchange students are overseas students who are in New Zealand to study under an exchange programme approved by the Ministry of Education. This includes school-to-school (or sister school) exchanges, as well as those organised by Exchange Programme Organisations (EPOs). Since July 2012 exchange students are regarded **as domestic students**.

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:

1. International fee-paying with valid student visa with conditions of study that include the name of the school or a valid visitor visa[1].

You should sight and copy the student visa and other supporting documents. Go to Appendix D in Circular 2020/08 - Eligibility to enrol in New Zealand schools – Education in New Zealand for more information.

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

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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 Islands, 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.

Cohort Entry

From 1 January 2020,

» children are able to start school in cohorts but only after they have turned 5
» there are two entry points per term, one on the first day of term, and one at a mid-point during a term.

This means that from 1 January 2020, students under 5 are no longer able to attend school as a part of a cohort. If a school adopts a new cohort entry policy, only children over 5 are able to start school on the first day of term, or at a mid-point during a term.

2024 midterm dates for schools with cohort entry:

Term	Midterm date
1	11/03/2024
2	4/06/2024
3	26/08/2024
4	18/11/2024

More information on cohort entry can be found here: http://www.education.govt.nz/school/managing-and-supporting-students/cohort-entry-in-schools/

Counting regular students

Introduction

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 aged less than 19 years at 1 January of the roll count year. Specialist-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 specialist education needs units.

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 the definition in the domestic student enrolments section)
» attend your school for tuition on the roll count date.

Recording regular students

For a regular student enrolling at your school follow these steps:

Step	Action
1	In your **SMS**, record the student type as **RE**.
2	Record the student in **ENROL**.

Students enrolled in more than one school

You can count a student attending more than one school if they attend your school for most of the time. Keep the student type as RE in your SMS. Your school should also hold the student's record in ENROL.

Boards of Trustees may exchange funds to compensate for the time a student spends at another school.

If the student spends more time at the other school, record the student as an external student in your SMS (student type **EM**).

Exchange students

You can sometimes count exchange students as regular students. Refer to the section Counting exchange students for more information.

For further information

For full details on counting students please refer to Circular 2013/07 - Auditing roll returns on the Ministry of Education website.

Counting adult students

Introduction

Under the Education and Training Act 2020, an adult student is any student that had their 19th birthday before 1 January of the current year.

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 37 of the Education and Training Act 2020.

Counting adult students

To count a student as an adult student on your roll return the student must:

- meet the adult student requirements for:
  - nature of course of study
  - nature of classes attended
  - enrolment requirements – see below for information.
- enrol at your school for tuition
- be a domestic student (refer to the definition in the domestic student enrolments section)
- attend your school for tuition on the roll count date.

Recording adult students

For an adult student enrolling at your school follow these steps:

Step	Action
1	In your **SMS**, record the student type. **If the student:** / **Record as:** was aged 19 years or over on 1 January of the current roll count year, and was a regular student but is continuing at school. → Regular adult student (**RA**) returns to school after a year-long break (or longer) and is aged 19 years or over on 1 January of the current roll count year. → Returning adult student (**AD**)
2	Record the student in **ENROL**.

Nature of course of study

The student's course of study must help them 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.

Continued next page

Counting adult students, Continued

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.
Exchange students	You can sometimes count exchange students as adult students. Refer to the Counting exchange students section for more information.
More information	You can find more information about the adult student enrolment policy in » Circular 2020/09 - Adult student enrolment policy – Education in New Zealand Or, refer to Resourcing on the Education.govt.nz website at: » http://www.education.govt.nz/school/funding-and-financials/resourcing/

Counting Secondary Tertiary Programme (STP) students

Introduction

Secondary Tertiary Programmes (STP) 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 more study options
» 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 D for a list of Secondary Tertiary Programmes.

For further information and guidance on STP please refer to the Youth Guarantee supplementary guidance

Recording STP students

For an STP student enrolled at your school follow these steps:

1. Record your STP student as student type **RE** in your SMS
2. Select the STP Provider the student is enrolled with (refer to Appendix 2 for the full list of providers) *
3. Set the student's FTE to show the time they spend at school (as agreed with your Lead Provider)
4. Use the STP subject code **STPR** for the student's timetable.
5. **In ENROL**, update the student with the 'attending off-site' flag and choose 'Secondary Tertiary Programme' as the **unit type**.

*Students enrolled in other dual secondary-tertiary learning should be reported against Code 99 (these students will be counted in your schools part time regular roll). Note the DualPathways Pilot (Code 98) programme ended in 2018.

STP Tertiary Provider

Check with the careers advisor at your school to check if you have any STP students at your school. The STP Lead Providers will contact your school before each roll return to confirm student numbers and FTE rates, and that you have coded the STP students correctly.

Continued next page

Counting Secondary Tertiary Programme (STP) students,
Continued

FTE for STP students

Students attending a Secondary Tertiary Programme (STP) can have an FTE between 0.0 and 1.0 depending on the time the student spends at school. For example:

Days a week student attends your school	Percentage	FTE
0	0	0 FTE
1	20%	0.2 FTE
2	40%	0.4 FTE
3	60%	0.6 FTE
4	80%	0.8 FTE
5	100%	1.0 FTE

Where the tertiary component of learning is delivered via block courses (where delivery is not weekly) an average FTE should be used based on the full year delivery. This must be agreed with the STP Lead Provider.

Where enrolled in multiple programmes, FTE rates should reflect both programmes, e.g. two programmes of 1 day each = 0.6 FTE. You will only be able to report to us one programme through the Roll Return, the Ministry gets both programmes from the STP providers. It does not matter which you report through the Roll Return.

Operational funding for STP students

The Ministry funds schools for their STP students using the STP FTE data in a cash-based calculation. Only those students enrolled at a programme delivered by STP providers coded 1-25 can be funded as STP students.

Students are not counted on your schools regular roll used to determine regular operational grants and staffing entitlements. The cash-based funding can be used at the schools discretion, but it is expected that a proportion of the funding will supplement reduced regular operational funding and staffing entitlements.

All other students enrolled in dual secondary-tertiary learning should be reported against Code 99 (these students will be counted in your schools part time regular roll).

Counting STP students without an SMS

If completing the roll return without an SMS, note that STP students have their own column in the roll return template, ensure you populate this with relevant data.

STP students do not count as regular students, they have their own column in the main roll count tables.

Counting international students

Introduction

An international student is a student who pays full tuition costs with their own funds or sponsored funds.

Schools must sign the *Code of Practice for the Pastoral Care of International Students* to enrol international students.

More information on the *CoP* can be found here: http://www.education.govt.nz/our-work/legislation/regulations-to-support-international-students/

Counting international students

To count an international student on your roll return the student must:
» enrol at your school for tuition
» attend your school for tuition on the roll count date

Do not count international fee-paying students as regular students.

Recording international students

For an international student enrolled at your school follow these steps:

Step	Action
1	In your **SMS**, record the student type as **FF**.
2	Record the student in **ENROL**.

International Group Students

International group students are not recorded as **FF**. They are not required to be reported in your roll return. If you have them in your SMS, please code them as student type **EM**.

28-day waiver and extended waiver

Principals are allowed the discretion to have an international student in their school for a period of 28 days. This is sometimes used while a situation is being resolved (e.g. documents are being organised). In very exceptional circumstances, the Ministry may extend this waiver while a complex situation is resolved.

The Ministry does not fund these students. You must mark these students as student type **Not Funded (NF)**

For more details, a principal should contact their local Ministry office.

Counting Alternative Education students

Introduction

Alternative Education (AE) is a pathway for learning in education, where young people receive additional learning support. AE caters for ākonga in secondary schooling who are at risk of or already disengaged from school.

More information about Alternative Education is on the TKI website:
» http://alternativeeducation.tki.org.nz

You can also get information about Alternative Education in your area by contacting the Student Support Officer at your local MOE office:
» http://www.education.govt.nz/ministry-of-education/regional-ministry-contacts/

Counting Alternative Education students

Enrolling schools must keep a student on their school roll if a student is attending Alternative Education. Schools can only count an Alternative Education (AE) student on one 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 be reported with an FTE of 1.0.

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

Recording Alternative Education students

For an Alternative Education student enrolled at your school follow these steps:

Step	Action
1	In your **SMS**, record your Alternative Education student as student type **AE**.
2	Ensure the Student's FTE is recorded as 1.0.
2	In **ENROL**, tick the 'attending off-site' flag and choose 'Alternative Education' as the **unit type**.

Activity centres

Students attending activity centres are not Alternative Education students. You should count these students as regular enrolments (RE) providing the school has copies of the activity centre's attendance record verifying that the student has been attending for tuition.

Counting exchange students

Introduction

An exchange student is a foreign student studying in New Zealand under a New Zealand Government approved exchange programme.

Counting exchange students

To count an exchange student on your roll return the student must:

» enrol at your school for tuition
» attend your school for tuition on the roll count date

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

Regular exchange students

Count an exchange student as a regular student if they are aged less than 19 years at 1 January of the current year. Note that your SMS will automatically work out whether an exchange student is a regular student using the student's date of birth.

Adult exchange students

Count an exchange student as an adult student if they had their 19th birthday before 1 January of the current year. Note that your SMS will automatically work out whether an exchange student is an adult student using the student's date of birth.

Recording incoming exchange students

For an incoming exchange student enrolling at your school follow these steps:

Step	Action
1	In your **SMS**: a) record your exchange student as student type **EX**. b) select the correct exchange for the student from the list of exchange schemes (EPO or school-to-school exchange).
2	In **ENROL**: a) for *Eligibility criteria* select "Student on Government approved Exchange Scheme". b) in the exchange scheme box select an EPO or "Government Approved School to School".

Recording outgoing exchange students

For a New Zealand student going on an exchange programme overseas.

Step	Action
1	In your **SMS**, record your outgoing exchange student as student type **NA**. This means they will be held on your roll, but the SMS will not include them for attendance marking purposes and will not count them for funding in the roll return.
2	Keep the student in **ENROL**, if they are returning to your school.

Counting absent students

Exceptions: counting absent students	You can count a student when they are: » absent for medical or domestic reasons » stood-down or suspended » attending an activity centre, health school or camp » overseas for no more than 15 weeks » enrolled at another school so long as they mostly attend your school.
Absent for a reason	You can count a student when they are absent for medical or domestic reasons if they: » returns to school before you send your roll return 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
Stand-downs and suspensions	You can count a stand-down or suspended student not at school on count day if: » the student's stand-down or suspension is for a fixed time » the student is returning to school during the current school year » the board can provide documented evidence that it is actively trying to reinstate the student to the school. Excluded students should not be counted. Refer to When NOT to count a student section for more information
Activity centre, Health school/camp	You can count a student when they attend an activity centre, health camp or health school on the roll count date and you have documentary evidence verifying the student's attendance/place.
Students overseas	You can count a student when they are temporarily overseas, provided: » you have documented evidence the student intends to return to your school and » the student is not absent for more than 15 consecutive weeks in the school year.

When NOT to count a student

When not to count a student	Do not count a student as a regular student if they: » haven't started yet » have left your school » are an external student that attends your school but attends another school most of the time » are excluded and not returning to your school.
Using the NA (not attending) student type	The **NA** student type in your student management system (SMS) allows the student to stay on the school roll for administrative purposes, but the student will not be included in the school roll count. Change the student type from regular enrolment (RE) to not attending (NA) in the SMS if a student: » is absent on the roll count date and is not expected to return » does not meet the requirements for being included on a roll return, e.g. a student that is excluded but not yet enrolled at another school, » is currently not attending your school and you are unsure if they are leaving. » is an outgoing exchange scheme student
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 last attendance date.
External students	External students attend your school but attend another school most of the time. Set their student type as **EM** in your SMS. Do not count an external student on your roll return. The student's other school should enrol and count the student. Boards of Trustees may exchange funds to compensate for the time a student spends at another school. If a student attends more than one school but spends most of the time at your school, record the student as a regular enrolment (student type **RE**).
Excluded students	Excluded students should not be counted on your roll return, you must set the student type of these individuals to **NA** – Not Attending. Note that you must keep the student in ENROL until the new school requests the student be withdrawn through ENROL.
28-day waiver and extended waiver	The Ministry does not fund these students. You must mark these students as student type **NF** in your SMS. Refer to the Counting international students section for more information.

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.
SMS	You can enter all of the information the Ministry needs in your SMS. Please refer to your vendor's user guide or contact them directly for more information on how to store all necessary data in your system. If your school does not use an SMS you will still need to collect, store and report on the data. It's up to you how you do this, but your process needs to be reliable and auditable. Please refer to the Completing your return without an SMS section for more information.
Enrolment forms	Use your enrolment forms to collect the individual student data the Ministry needs for roll returns. Design your enrolment form so you can collect this data and any other data your school might need. Please refer to the Privacy Statement for School Enrolment Forms section in this document for advice on what privacy information to include on your enrolment forms.

Overview of student data fields

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	Page
ADDRESS	Student's home address.	✓	✓	36
BOARDING STATUS	Is the student a boarder?	✓	×	37
COUNTRY OR JURISDICTION OF CITIZENSHIP	Country or jurisdiction of citizenship.	✓	✓	37
CURRENT YEAR LEVEL	The student's class year level.	✓	✓	56
DOB	Student's date of birth.	✓	✓	38
ELIGIBILITY CRITERIA	Indicates that a student is domestic, international fee-paying or international fee-exempt.	✓	✓	39
ETHNICITY	Student's ethnic groups.	✓	✓	40
EXCHANGE SCHEME	Shows an exchange student's scheme or agreement.	✓	✓	41
EXPIRY DATE	Date the verification document expires.	✓	✓	39
FIRST ATTENDANCE DATE	Date the student first attended your school.	✓	✓	38
FIRST SCHOOLING DATE	Date the student first started schooling.	✓	×	38
FIRST NAME	Student's legal first name.	✓	✓	52
FTE	Full-Time equivalent.	✓	✓	42
FUNDING YEAR LEVEL	The number of years the student has attended school.	✓	×	56
GENDER	Student's gender.	✓	✓	43
HOURS PER YEAR OF SUBJECTS	Estimated hours a year that a student will study each subject at secondary school level.	✓	×	64
INSTRUCTIONAL YEAR LEVEL	The level a student is studying a subject.	✓	×	63
IWI	Student's Iwi affiliation.	✓	✓	43
LAST ATTENDANCE DATE	Date the student last attended your school for tuition.	✓	✓	38

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Overview of student data fields, Continued

Field name	Field description	Student data file	ENROL	Page
LEAVE REASON	The reason a student left school	✓	✓	44
MAORI MEDIUM	The student's highest Māori Language Learning level.	✓	×	45
MIDDLE NAME	Student's middle name(s).	✓	✓	52
MODE OF INSTRUCTION SUBJECTS	Main delivery mode of each subject a student is studying.	✓	×	63
NSN	Student's national student number.	✓	✓	47
ORS AND SECTION 37	Shows a student's ORS level or whether the student has a Section Nine agreement.	✓	✓	48
PACIFIC MEDIUM – LANGUAGE	Pacific language of immersion, bilingual or language learning education.	✓	×	49
PACIFIC MEDIUM – LEVEL	The student's highest Pacific language learning level	✓	×	49
POST SCHOOL ACTIVITY	What students are moving onto after leaving school.	✓	✓	64
PREFERRED FIRST NAME	Student's preferred first name.	✓	✓	52
PREFERRED SURNAME	Student's preferred surname.	✓	✓	52
PRIVACY INDICATOR	Shows the school is suppressing the student's address for privacy reasons.	✓	✓	51
SCHOOL ID	School Profile Number.	✓	✓	51
SERIAL NUMBER	Verification Document serial number.	✓	✓	39
STAR	Identifies if students are receiving STAR funding.	✓	×	65
STP	Student is enrolled in a Secondary Tertiary Programme (Trades Academy).	✓	✓	66
STUDENT ID	Student's ID Number.	✓	×	51

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Overview of student data fields, Continued

Field name	Field description	Student data file	ENROL	Page
STUDENT TYPE	Student Type for funding purposes.	✓	×	53
SUBJECTS	Subjects being studied at secondary school level.	✓	×	62
SURNAME	Student's legal surname.	✓	✓	52
TUITON FEE	Weekly fee charged for international students	✓	✓	55
ZONING STATUS	Shows whether the student resided in or out of the School Zone.	✓	×	58
WITHHOLD CONTACT DETAILS	This flag shows whether the school should provide a student's contact details to MSD.	✓	×	62
HOME PHONE NUMBER	Student's home phone number	✓	×	62
CELL PHONE NUMBER	Student's cell phone number	✓	×	62
ALTERNATIVE PHONE NUMBER	Second home phone number for the student	✓	×	62
EMAIL ADDRESS	Student's email address (out of school email address where possible)	✓	×	62
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.	✓	×	62
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.	✓	×	62

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 they first enrol at your school and 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.**

Entering incorrect data can impact on student entitlements for enrolment and school transport assistance.

Why collect address data?

The Ministry uses student residential addresses to identify school catchment areas. To do this accurately, the addresses must be capable of being geo-coded so that the exact locations can be plotted on a map. This helps schools and the Ministry with:

» short-term planning:
  - roll growth classrooms
  - enrolment schemes
» medium and long-term planning:
  - roll projection guides
  - proportions of school type and market share
  - network capacity
  - future property needs
» transport planning, route design and testing for eligibility for school transport assistance

New SMS validation checks

To try to improve address data quality we introduced a new validation check in 2021 that will run in your SMS when you generate your roll return. This check (and other existing checks) are aimed at informing you of residential address errors that result in our systems being unable to plot, and therefore unable to use for the above planning and assistance.

This validation is designed to ensure only postcodes are entered in the postcode field (Address4), and will flag anything that is not a four-digit postcode. Update accordingly and regenerate your roll file.

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 and analyse enrolment patterns.
Boarding and homestay students	Only schools with licensed student hostels can report students as boarders. **Homestay students are not considered boarders** so should not be marked as such. More information on school hostels can be found here: http://www.education.govt.nz/school/property-and-transport/school-facilities/running-a-hostel/
Boarding and zoning status	If your school has an approved enrolment scheme, a student boarding at a school hostel cannot be Out-of-Zone. Set the student's zoning status to INZN if the student's boarding status is Y and your school has an enrolment scheme. If your school **does not** have an approved enrolment scheme, boarding students' zoning status must remain NAPP. Please refer to the Zoning Status section of this document for further information.

Country or jurisdiction of citizenship

Introduction	You must record this information in ENROL and your SMS. Collecting country or jurisdiction of citizenship is the first step in finding out if a student is a domestic or international student.
Country or jurisdiction of citizenship	Country or jurisdiction of citizenship is a student's nationality, as shown on their passport. A student might have citizenship by birth, or adopted a citizenship later. **Note: do not confuse country or jurisdiction of citizenship with ethnicity.**
Codes	You can find a list of country or jurisdiction of citizenship codes on the Education Counts website: https://www.educationcounts.govt.nz/data-services/code-sets-and-classifications

Dates (date of birth, first schooling date, first date of attendance, 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 their passport or birth certificate.

First schooling date

A student's first schooling date is the date they first attended **any** school. This date is usually between their fifth and sixth birthdays. For a primary student, the date sets their funding year level. You must record the first schooling date for every student, even if they 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 their first schooling date is unknown. For example, refugee children or previously home-schooled students. Note that the validation rules have been updated so that you can enter the correct First Schooling Date for students who start school in New Zealand after the age of six without it affecting their Funding Year Level.

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 they first attended **your** school. Don't count a student on your roll return if their 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 their first attendance date is the same as their first schooling date.

You may enrol a student some time before they start 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 they leave your school for tuition. Use the last attendance date to decide whether to count a student on your roll return.

Your SMS will automatically exclude any students who have a last attendance date prior to the roll count date.

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 student's enrolment form.
2	Use the documentation to verify the student's name, date of birth and eligibility status. Record the: » 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: » ENROL (Compulsory) » SMS (Recommended)

Accepted documents

You can find a full list of accepted documents in Circular 2020/08 - Eligibility to enrol in New Zealand schools on the Ministry's website. http://www.education.govt.nz/ministry-of-education/publications/education-circulars/

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 monitor 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	There are two sets of tables reporting student ethnicity – one showing prioritised ethnicity and one showing total response. For the prioritised ethnicity 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 C – Prioritised ethnicity list for the ranking order. Your SMS will automatically rank the ethnicities when it creates your roll return tables. For the total response tables, students will be reported under each ethnicity they identify with (so a student who identifies as British, Polish and Māori would appear once in the group 'Other European' and once in the group 'Māori'). This can mean the totals for the table won't match the totals by ethnic group.

Exchange Schemes

Introduction

An exchange scheme must be approved by the New Zealand Government.

Codes for exchange schemes

Code exchange students as belonging to either:

» One of the 11 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
07	New Zealand – German Student Exchange
08	New Zealand Institute of International Understanding
09	Rotary Youth Exchange New Zealand
10	Student Travel Schools (STS) High School Foundation
11	Youth for understanding (YFU) New Zealand
14	Student Exchange Australia New Zealand
16	NZ Germany Exchange – Dusseldorf
17	Your Education
19	Study International Service NZ (SISNZ)
20	Southern Cross Cultural Exchange NZ
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.

Full-time equivalent (FTE)

Introduction

The March, June and September roll returns are full-time equivalent (FTE) counts. Note that the July return is a headcount.

What is FTE?

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.

Use the full-time equivalent (FTE) field to work out whether to report a student as full-time or part-time:

» 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)

Students attending a Secondary Tertiary Programme (STP) can have an FTE between 0.0 and 1.0 depending on the time the student spends at school. For example:

Days a week student attends your school	Percentage	FTE
0	0	0 FTE
1	20%	0.2 FTE
2	40%	0.4 FTE
3	60%	0.6 FTE
4	80%	0.8 FTE
5	100%	1.0 FTE

The FTE reported for STP students should be the proportion agreed with the Lead Provider and represent the expected average time out of school per week over the year, not the time in schools as at the roll count date. This is especially important for block course students.

Where enrolled in multiple programmes, FTE rates should reflect both programmes, e.g. two programmes of 1 day each = 0.6 FTE. You will only be able to report to us one programme through the Roll Return, the Ministry gets both programmes from the STP providers. It does not matter which you report through the Roll Return.

ENROL

Tick the part-time flag in ENROL if a student has an FTE less than 1.0.

Gender

Gender	The Ministry uses gender data to monitor participation, attendance, engagement, retention, and achievement by gender in New Zealand.
Recording gender	Record the gender of each child in your SMS. Gender can be recorded as Male, Female, Another Gender, or Not Stated. This information can be sourced from enrolment forms or from students requesting changes in writing. Your SMS may allow you to enter a wider range of options for gender which you can choose to use for your school. Your SMS is programmed to map each of these options to one of the four options above. If you have questions about this mapping please contact your SMS.
ENROL	ENROL currently can only record gender as Male or Female. You may experience an error during the arrival or leaver upload process, or while running the 'Get' or 'Check' NSN processes. You will need to manually load these students. Our suggestion for when a student identifies as Another Gender or Not Stated is that you should leave the gender in ENROL unchanged. If they don't have a record in ENROL already, select Male or Female, for the time being. Our advice is to use the gender stated on the student's birth certificate/passport for ENROL, unless advised otherwise by the parent/caregiver or student.
Roll Return Template	As ENROL currently can only record gender as Male or Female the extract will only have these values. For any students that identify as Another Gender or provided a Not Stated response this will need to be updated in the Student List of the Template (column H).

Iwi Affiliation

Introduction	The Ministry collects Iwi affiliation data from the student data file sent by Schools using an SMS. Be sure to enter Iwi affiliation in your SMS.
Iwi affiliation	Iwi affiliation is about ancestry. Note that some students may affiliate with an Iwi but won't identify as Māori.
Collecting Iwi affiliation	Your school's enrolment form should ask students for Iwi affiliations. You should record Iwi affiliation in your SMS and ENROL.
Using Iwi affiliation data	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.

Iwi Affiliation, Continued

Iwi affiliation code list

The Ministry uses Statistics New Zealand standard classification to code Iwi. Use these codes when you enter the Iwi affiliations into your SMS.

You can information about Iwi classification on the Education Counts website:

» http://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications

Leave Reason

Introduction

The reason a student has left your school. It should be the best information the school has received from the parents or caregivers.

Continuous Absence is an option when the principal has withdrawn the student from school due to a lack of information about their destination or intention to return.

This is recorded for every student with a last attendance date.

Code List

The Ministry has a list of leave reasons that can be used:

Code	Leave Reason
S	Transferred to another school in New Zealand
H	Transferring to home-schooling
O	Gone Overseas
D	Deceased
X	Expulsion
L	End of Schooling
E	Granted Early Exemption (applies to those <16yrs old)
K	Exclusion (applies to those <16yrs old)
C	Continuous Absence
J	Eligibility Expired
P	Caregiver Decision

Māori Language Learning (MLL)

Introduction

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

If you do not use an SMS you must add MLL information to the roll return template for each student.

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 curriculum in Māori (immersion).

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

Māori Language in English Medium

Māori Language in English Medium is where your school delivers the curriculum in both Māori and English (bilingual).

Level	School teaches curriculum in Māori:
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

Each student's MLL level is sent in the student data file. The Ministry will use this data to calculate the number of students by each MLL level and Funding Year Level.

The MLL table printout in your SMS, and template file for those without a SMS, will display two rows for each MLL level:

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

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.

Exclude students who study Māori through Te Aho o Te Kura Pounamu.

SMS calculations

Your SMS calculates MLL level from the timetable or from MLL levels set against each student.

National Student Number (NSN)

Introduction

The National Student Number (NSN) is a unique identification number for every student in a New Zealand education institution. 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 students counted in the 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.

ORS and Section 37

Introduction

The Ministry does not ask specific questions about ORS or Specialist Education Agreement students in the roll returns. You should normally count ORS and students with Specialist Education Agreements on your roll as regular students.

ORS and Section 37 covers two loosely related programmes:
» Ongoing Resourcing Scheme (ORS)
» Specialist Education 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*.

Specialist Education agreement

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

Note:
» ORS students usually have a Specialist Education agreement.
» Not all Special Education agreements 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 Specialist Education agreement.

Age limits

ORS and Specialist Education 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

Setting up ORS and Specialist Education agreement students in your SMS

In your SMS you can record students as:

Description	Value
High ORS	H
Very High ORS	V
Specialist Education Agreement without ORS	S
No ORS or Specialist Education Agreement	N

Properly setting up a special education needs student using the ORS and Section 37 field will relax the age check rules in your SMS.

Further information

For further information about ORS and Specialist Education Agreements go to:
» http://www.education.govt.nz/school/student-support/special-education/ors/

Pacific Language Learning (PLL) – language and level

Introduction

The Ministry collects data on Pacific languages programmes in schools in the Roll Return. The Ministry uses Pacific languages data to:

» fund schools with Pacific bilingual and immersion education programmes
» measure participation in Pacific languages programmes in education
» aid policy development

Definition

Schools can deliver two types of Pacific language education:

- Pacific bilingual and immersion education
- Pacific language in education

Pacific bilingual and immersion education is where a Pacific language is the medium of instruction for over 50% of the time. This is equivalent to Levels 1 or 2.

Pacific language in education is where a Pacific language is the medium of instruction for between 12% and 50% of the time. This is equivalent to Levels 3 or 4.

From 2022, students in Pacific bilingual and immersion programmes (levels 1-2) will generate operational funding. More information on this funding component can found here: Operational funding components - Pacific Bilingual and Immersion Programme Funding (from 1 January 2022)

Pacific languages

The Ministry collects Pacific language data for language programmes in the following Pacific languages:

» te reo Māori Kūki ‘Āirani | Cook Islands
» Faka’uvea | Wallis
» gagana Tokelau | Tokelau
» vagahau Niue | Niue
» gagana Sāmoa | Sāmoa
» lea faka Tonga | Tonga
» Vosa vaka-Viti | Fiji
» te ‘gana Tuvalu | Tuvalu
» Te taetae ni Kiribati | Kiribati
» Pukapukan | Pukapuka | Bukabuka
» Fäeag Rotụam | Rotuma
» Pijin | Solomon Islands
» Dorerin Naoero | Nauru
» Niuafo’ou | Niuafo’ou
» reo Tahiti | Tahiti
» Bislama | Vanuatu
» Other Vanuatu indigenous languages | Vanuatu
» Other Pacific Languages.

Continued next page

Pacific Language Learning (PLL) – language and level,
Continued

Pacific language levels

Schools can report Pacific bilingual and immersion education at two levels:

Level	Pacific Language by Immersion Level
1	81–100% of class time – more than 20 and up to 25 hours per week
2	51–80% of class time – more than 12.5 and up to 20 hours per week

Schools can report Pacific language in education at two levels:

Level	Pacific Language by Immersion Level
3	31-50% of class time – more than 7.5 and up to 12.5 hours per week
4	12-30% of class time – more than 3 and up to 7.5 hours a week

How to report PLL data – using a SMS

Record the language and the highest level of learning for each student in your SMS. **You must ensure that both a language and level are populated for applicable students.** Please contact your SMS vendor for further information on where to find these fields on your student's record.

Each student's highest level is sent in your student data file automatically. The Ministry will use this data to calculate the number of students by each language learning level and funding year level. Please refer to audit table 9 when you generate your roll return to see a school level breakdown for each language.

How to report PLL data – No SMS

If you don't use an SMS, ensure you add a Pacific language and level against the relevant students in the student list tab of your roll return spreadsheet (columns AI and AJ). Refer to the instructions tab in the document for more information.

Important

Pacific Language Learning fields should only be used to indicate students participating in a Pacific Language Programme. They **should not** be used to record students that can speak a Pacific language but are not participating in a programme being delivered by your school.

Predicted Rolls

Introduction	From 2024, with the implementation of Pourato, the collection of Predicted Rolls to inform provisional roll setting is no longer necessary. Pourato calculates each school's provisional roll and once notified schools can apply to have this calculation reviewed. More detail is available here: Provisional roll setting – Education in New Zealand

Privacy Indicator

What is the privacy indicator?	This indicator provides schools an added ability to protect the privacy of students. The Privacy Indicator will prevent a flagged student's address data from being provided to the Ministry. It should only be used in formally identified situations such as, the issuing of a protection order under the Family Violence Act 2018, a restraining order under the Harassment Act 1997, where the student or a family member is under a witness protection programme under the Evidence Act 2006, or where the school believes the risks are sufficiently serious to warrant its use. Contact school.returns@education.govt.nz if you have more serious privacy concerns relating to individual students, so that we can provide advice on a case by case basis.

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 student
EX	Exchange Student	Yes, as regular student
	Exchange Student who meets the definition of an adult student.	Yes, as an adult 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 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 their own funds or sponsored funds. Your school must be a signatory of the *Code of Practice for the Pastoral Care of International Students* to be able to enrol International students. More information on the *CoP* can be found here: http://www.education.govt.nz/our-work/legislation/regulations-to-support-international-students/

For state and state-integrated schools, tuition fees should only be entered in your SMS for International fee-paying students. If an international student has gained residency, ensure that the student type is updated and tuition fees removed, for more information see Tuition Fees.

Refer to the section on Counting international students for more information.

Exchange student (EX)

An exchange student is an overseas student studying in New Zealand under a New Zealand Government approved programme. Exchange students do not pay tuition fees.

Refer to the section on Counting exchange students for more information.

Refer to the Exchange schemes section for a full list of approved schemes.

Continued next page

Student Types, Continued

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. Specialist-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 specialist education needs units
- Students attending activity centres, health camps or health schools

Regular students exclude:
- international fee-paying students
- Alternative Education students
- adult students

Refer to the section on Counting regular students for more information.

Regular adult student (RA)

A student, aged 19 years or over on 1 January of the roll count year, who was a regular student but is continuing at school.

Refer to the section on Counting adult students for more information.

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

Refer to the section on Counting adult students for more information.

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.

Students attending activity centres are not Alternative Education students and should be included as regular enrolments (RE)

Refer to the section on Counting Alternative Education students for more information.

External student (EM)

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

Ensure the student is coded as type **EM** in your SMS. Do not count an external student on your roll return. The student's other school should enrol and count the student.

Boards of Trustees may exchange funds to compensate for the time a student spends at another school.

Refer to the section on When NOT to count a student for more information.

Continued next page

Student Types, Continued

Satellite class student (SA)	Some schools host a specialist school satellite class for students with special education needs. Ensure the student is coded as type **SA** in your SMS. Do not count satellite class students on your roll return. The specialist school the satellite class belongs to should enrol and count the student. Refer to the section on When NOT to count a student for more information.
Not attending (NA)	The **NA** student type allows a student to be kept in your SMS for admin purposes but excludes them from the funded count. Use this student type for students not attending on roll count day where there is no documentation to support their absence. Do not use it for students who have left the school permanently. This student type **should also be used for students who have been excluded** and are waiting to be enrolled or directed to another school. The date the board meets and decides on the exclusion is the date the student type should change to **NA**. Refer to the section on When NOT to count a student for more information.
Not funded (NF)	Use this student type for students attending school on roll count day that do not receive funding or pay fees. This should be used for students on a 28-Day Waiver or an Extended 28-Day Waiver. Refer to the section on Counting international students for more information.
Separately funded (SF)	A separately funded student is a student in a separately funded unit. Exclude separately funded students from your roll return.

Tuition Fee

Introduction	You must record this information in your SMS and ENROL. This is used to calculate the Export Education Levy for international students.
Description	This is the tuition fee paid by international students. It is recorded **weekly** excluding GST in New Zealand Dollars (NZD). It is compulsory for all students with the student type FF.

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 the 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 their 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 2020. His funding year level was year one for the rest of 2020. In January 2021 he went up to year two. In 2022 he will be in year three.

Example 2: Aroha started school for the first time on 2 July 2020. Her funding year was year zero for the rest of 2020. In January 2021 she went up to year one. In 2022 she will be in year two.

Example 3: Susan transferred to your school from another school on 10 August 2020. Her first schooling date (at her previous school) was 5 June 2018. Therefore in 2022 her funding year is year five, having started school for the first time as a year one in 2018.

Example of wrong calculation: Susan (above) started at your school on 10 August 2021. 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 2022. 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.

Note: This rule cannot be applied to migrant or home-schooled students starting school for the first time who would be calculated as above funding year level nine. See section above for more info.

Continued next page

Funding year level, Continued

Funding year level for school leavers	Decrease a student's year level by one if they attend 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. This means the Ministry can report the student's correct year level in the school leaver data.
Returning students	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.
Returning adult students	Give returning adult students a funding year level matching their subject levels.

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.
Does my school have an enrolment scheme?	If you're unsure whether your school has an enrolment scheme, contact your local Ministry office or refer to: » Find your nearest school | Education Counts Private schools do not have Ministry-approved enrolment schemes.
Enrolment scheme vs. Zoning	Kura Kaupapa Māori, designated character schools, specialist 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.

Continued next page

Zoning Status, Continued

Recording zoning status

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

Code	Name	Description
INZN	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. It is encouraged to give the value of INZN to adult students who reside in zone. However, in audit table 2 all adults will be counted in the OUTZ column. If the Ministry has directed the school to enrol an out of zone student under Schedule 20, clause 14 of the Act, code them as NAPP.
NAPP	Not applicable	Zoning status doesn't apply to the student. Please also code as NAPP: • out of zone siblings who have been accepted as in zone under transitional /'grandparenting' arrangements under s75 of the Act. • If the Ministry has directed the school to enrol an out of zone student under Schedule 20, clause 14 of the Act, code them as NAPP.

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.

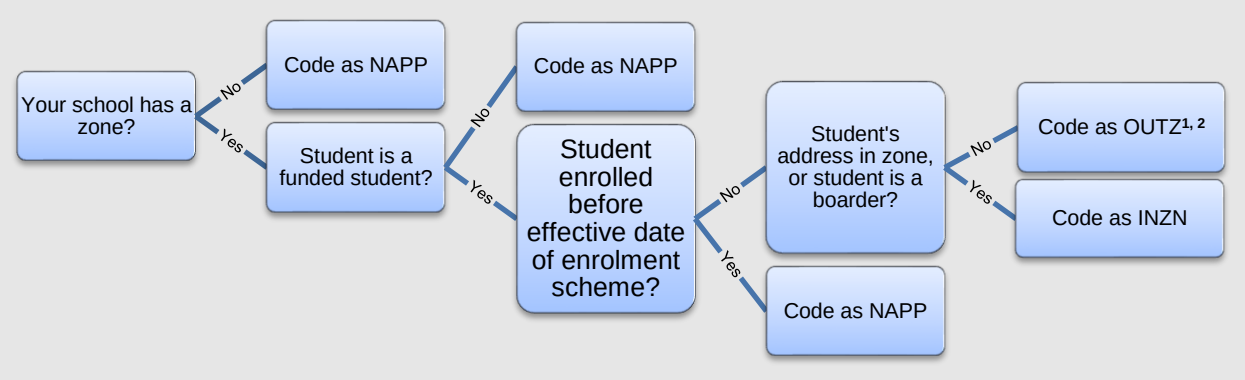
Your SMS should automatically default your students to 'not applicable' (NAPP) if you do not have an enrolment scheme.

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Zoning Status, Continued

Working out a student's zoning status

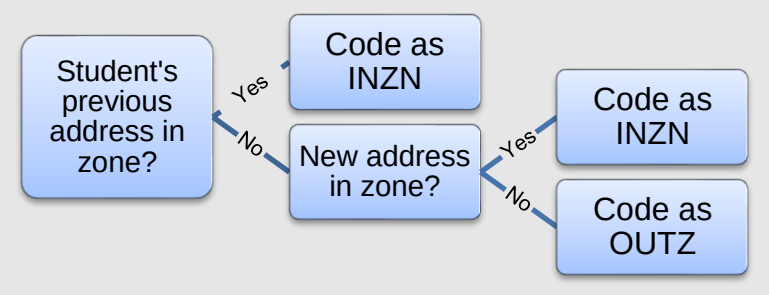
Use the chart below to work out a new student's zoning status.



[1]Please code out of zone siblings who have been accepted as in zone under transitional /'grandparenting' arrangements under s75 of the Act as NAPP.
[2]Please also code out of zone students who the Ministry has directed the school to enrol under Schedule 20, clause 14 of the Act as NAPP.

Student moves or scheme changes

Use the chart below to work out a student's zoning status if they move, 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.
- Students attending your school but enrolled elsewhere.
- Part-time students.

More information

You can find more information at:

- https://www.education.govt.nz/new-zealands-network-of-schools/about-enrolment-schemes/considering-proposing-and-establishing-an-enrolment-scheme/

Secondary – Year nine and above

Introduction

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

Contact Details – Youth Service

What does Youth Service do?

In 2012 the Government introduced a new “wrap-around” service called Youth Service. Youth Service improves the financial support and service the government provides to young people.

The Ministry of Education sends some student and caregiver contact details to the Ministry of Social Development (MSD) for use by the Youth Service programme. The Ministry of Social Development (MSD) contracts specialists to provide Youth Service. Youth Service targets 16 to 18-year-olds (and some 15-year-olds) who are:

- at risk of becoming not in education, employment or training (NEET)
- youth beneficiaries
- teen parents

Youth Service 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

What does the Ministry do?

The Ministry sends student information from ENROL and SMSs, including contact details, to MSD.

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 Youth Service. Update your enrolments forms to include Youth Service in the privacy statement – refer to the Privacy Statement for School Enrolment forms section for an example.

Continued next page

Contact Details – Youth Service, Continued

Withhold Contact Details flag	Tick the Withhold Contact Details flag if the student or caregiver does **not** want their contact details to go to MSD for privacy reasons. If the flag is ticked, the contact detail fields for that student will not be included in the student data file. The flag does not affect the residential address field, which is not passed to MSD. **Note:** the Withhold Contact Details flag is different to the privacy indicator.
Contact details	The Ministry sends contact details to MSD. This includes: » home phone number » cell phone number » second home phone number for the student » email address (out of school email address where possible) » parent/caregiver addresses

Secondary Subjects

Introduction	The Ministry collects data on subjects that students study any time during the school year (rather than at one date). Each student's subjects are collected in the student data file. Refer to your SMS user guide or contact your vendor directly for more information on how best to enter subject data.
Subjects	Include a subject if the student studies it for more than 20 hours over the year. 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. For a full list of secondary subjects and their codes refer to Appendix B – Secondary subject codes in this document.
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. You must only include a subject once for each instructional year level per student.
Te Aho o Te Kura Pounamu	You can include information on subjects a student studies through Te Aho o Te Kura Pounamu.
STAR	Report STAR subjects with other subjects. Ensure that students participating in STAR programmes (who therefore use STAR funding) during the year are indicated in your SMS (by marking either the subject or the student, depending on your SMS)

Secondary Subjects, Continued

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 School Roll Return.
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.

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.

Post School Activity

Introduction

Use post school activity to show what the student has indicated as their intended activity on leaving school.

Codes for Post School Activity

Post school activities are only applicable to school leavers:

» With Leave Reason L, E, O, X
» Leaving school permanently
» Over 16 years of age, or those students aged 15 that have been granted early exemption to leave school.

Post school activity is not applicable to deceased students.

Use these codes for post school activity:

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

Secondary Tertiary Alignment Resource (STAR)

Introduction

The Ministry is now collecting Secondary Tertiary Alignment Resource (STAR) student count data. This is collected via the student data file (.moe file) in all four roll returns.

The STAR roll return data will be used to ensure student needs continue to be met, monitor the effectiveness of STAR on student achievement and retention, and to identify and disseminate effective practice.

Secondary Tertiary Alignment Resource (STAR)

STAR delivers additional operational grant funding to all State and State-Integrated schools with year 11-13+ students to assist schools, in partnership with another provider (or workplace), to provide students alternative learning experiences to support their retention and achievement in education and to help students find suitable pathways to work or further study.

Operational funding for STAR

There will be no change to the way your STAR operational grant funding is calculated (based on your Y11-Y13+ roll) in 2024.

Using your SMS

All STAR students will be set up in your Student Management System (SMS) as regular students. Then select the relevant STAR identifier in the student's record within your SMS to identify the student as having participated in a STAR programme.

Dependant on your SMS provider, this is likely to simply involve:

- A STAR/STAR Funding Field or Flag in the Students Record – Select YES or tick the STAR flag
- A STAR Funded Course Date – Enter the course start date to identify the student as STAR funded
- Some SMS providers may also offer the ability to set a particular subject as STAR funded. If this is done, once students are entered into the subject, this will automatically set the STAR flag in the students record

Specific instructions have been provided by SMS providers. To view these instructions go to:

» http://www.education.govt.nz/ministry-of-education/specific-initiatives/star/reviewing-and-reporting-use-of-star-funding/

Please contact your SMS provider if you have any trouble setting the STAR identifier for your students.

Secondary Tertiary Programmes (STP)

Introduction

Secondary Tertiary Programmes (STP) are partnerships between schools, industry training and tertiary provides to provide learners with a blended learning programme aligned with a Vocational Pathway.

The Ministry collects Secondary Tertiary Programme (STP) data in all four roll returns. The Ministry uses STP data to:

» measure participation in these programmes
» confirm cash-based calculations used for STP student funding

For further information and guidance on STP please refer to the Youth Guarantee supplementary guidance

Recording STP students

For an STP student enrolled at your school follow these steps:

1. Record your STP student as student type **RE** in your SMS
2. Select the STP Provider the student is enrolled with (refer to Appendix 2 for the full list of providers)*
3. Set the student's FTE to show the time they spend at school (as agreed with your Lead Provider)
4. Use the STP subject code **STPR** for the student's timetable.
5. **In ENROL**, update the student with the 'attending off-site' flag and choose 'Secondary Tertiary Programme' as the **unit type**.

*Students enrolled in other dual secondary-tertiary learning should be reported against Code 99 (these students will be counted on your part-time regular roll). Note the DualPathways Pilot (Code 98) programme ended in 2018.

Alternative Education Students

Alternative Education students can participate in Secondary Tertiary Programmes (accessing all tertiary/trades component learning at no cost), but **must remain in your SMS as an AE student type**. Do not report them with any STP attributes.

Full Time Equivalent (FTE)

Students attending a STP can have an FTE between 0.0 and 1.0 depending on the time the student spends at school. For example:

Days a week student attends your school	Percentage	FTE
0	0	0 FTE
1	20%	0.2 FTE
2	40%	0.4 FTE
3	60%	0.6 FTE
4	80%	0.8 FTE
5	100%	1.0 FTE

The FTE reported for STP students **should be the proportion agreed with the Lead Provider** and represent the expected average time out of school per week over the year, not the time in schools as at the roll count date. This is especially important for block course students.

Where enrolled in multiple programmes, FTE rates should reflect both programmes, e.g. two programmes of 1 day each = 0.6 FTE. You will only be able to report to us one programme through the Roll Return, the Ministry gets both programmes from the STP providers. It does not matter which you report through the Roll Return.

Teen Parent Units (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 their 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 and18 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 Units (TPU), Continued

Completing the TPU roll return

The host school is now responsible for submitting the Teen Parent Unit roll return. Most host schools already do this. Usually, TPU students are included in the host school's .moe file, but they are counted towards the TPU roll return rather than towards the host school's roll. This is done automatically when the roll return is generated in the host school's SMS.

TPU Table Printouts

The table below lists all possible roll return tables for Teen Parent Units:

Table name	SMS table number(s)
Headcount roll table	11
Other Students Headcount roll table (for over-maximum roll)	12
Roll count student tables	13,14 and 15
Māori language learning	16

Sending the roll return

The TPU roll data is included in the governing schools electronic roll return file (.moe file), so when you send the governing school's roll you also send the TPU roll at the same time.

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.

Students to include in the return

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:

» they were 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
» their absence does not exceed 15 consecutive weeks in the current school year

Continued next page

Teen Parent Units (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	A *teen parent eligible and enrolled regular student*: » 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 A TPRE student can stay enrolled at a TPU after the year in which they reached 19 years old. However at the beginning of the new year change their student type to *teen parent enrolled continuing adult student* (TPRAE).	TPU roll only
Teen parent enrolled continuing adult student	TPRAE	A *Teen parent enrolled continuing adult student* is a student who first enrolled in the TPU as regular student but is now an adult student.	TPU roll only
Teen parent eligible and enrolled regular student over maximum roll	TPREOM	A *teen parent regular student over maximum roll* is a regular student whose enrolment causes the TPU to exceed its maximum roll.	Governing school roll
Teen parent regular adult student over maximum roll	TPRAOM	A *teen parent regular adult student over maximum roll* is an adult student whose enrolment causes the TPU to exceed its maximum roll.	Governing school roll
Teen parent other adult student	TPAD	*Teen parent other adult student* is a student enrolling at the TPU as an adult student. The student must fit within the TPU's maximum roll. The student could be enrolling at the TPU for the first time or returning after a break of one year or more.	TPU roll only

Regular or Adult student?

A **regular student** is a student who is younger than 19 years old on 1 January of the current year. An **adult student** is a student who had their 19th birthday before 1 January of the current year.

Governing school's SMS and roll return

The governing school's SMS will **exclude** TPRE, TPRAE and TPAD 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 students as adult students

Appendices

Appendix A – 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 B – Secondary subject codes

Subject	Code	Subject	Code
Language and Languages / Nga Reo		**Science / Pūtaiao**	
Chinese	CHIN	Physics	PHYS
Communication Skills	COMM		
Cook Islands Māori	COOK	**Technology / Hangarau**	
English	ENGL	Technology	TECN
English as a second language	ENSL	Biotechnology	BITE
English (Remedial)	REME	Computer Science / Programming	COSC
Fijian	FIJI	Computer Studies	COMP
French	FREN	Design, Drawing and Graphics	DEST
German	GERM	Digital Technologies	DTEC
Indonesian	INDO	Electronics and Control	ELTE
Japanese	JAPA	Food Technology	FOTE
Kiribati	KIRI	Graphics	GRAP
Korean	KORE	Information and Communication Technology	INTE
Latin	LATI	Materials Technology	MTEC
Nauruan	NAUR	Structures and Mechanisms	STME
New Zealand Sign Language	NZSL	Text and Information Management	TIMA
Niuean	NIUE	Textiles / Clothing	CLTX
Other languages	OLAN		
Pacific Language Studies	PLAN	**The Arts / Nga Toi**	
Pukapukan	PUKA	The Arts	ARTA
Rotuman	ROTU	Art Design	ARTD
Russian	RUSS	Art History	ARTH
Samoan	SAMO	Dance	DANC
Solomon Islands	SOLO	Drama	DRAM
Spanish	SPAN	Music / Music Studies	MUSC
Tahitian	TAHI	Music Practical / Performance	MUSP
Te Reo Māori	MAOR	Painting	ARPA
Te Reo Rangatira	RANG	Performing Arts	APER
Tokelauan	TOKE	Photography	ARTP
Tongan	TONG	Printmaking	ARPR
Tuvaluan	TUVA	Sculpture	ARTS
Vanuatu (Bislama)	BISL	Visual Arts	ARTC
Vanuatu (Other languages)	VANU		
		Social Sciences / Tikanga-ā-Iwi	
Mathematics / Pāngarau		Social Studies	SOST
Mathematics	MATH	Classics / Classical Studies	CLST
Mathematics with Calculus	MATC	Community Studies	CMTY
Mathematics with Statistics	MATS	Economics	ECON
Mathematics (Remedial)	REMM	Environmental Sustainability	SENV
Accounting	ACCO	Geography	GEOG
		History	HIST
Science / Pūtaiao		Language and Cultural Studies	LACU
Science	SCIE	Māori Studies	MAOS
Agriculture / Horticulture	AGHO	Media Studies	MEST
Biology / Biological Science	BIOL	Other Social Sciences	SOSC
Chemistry	CHEM	Psychology	PSYC
Earth Science / Astronomy	EAAS		
Human Biology	HUMB		

Continued next page

Appendix B – Secondary subject codes, Continued

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

Appendix C – Prioritised ethnicity list

Ethnic group for roll returns

The ethnicity list below shows the order ethnicities are prioritised.

When your SMS displays a prioritised ethnicity table printout, it automatically selects the highest ethnicity in this list from those entered against each student (up to three ethnicities can be entered). This is also true for the roll template file for schools submitting their roll without an SMS.

Total response tables do not use this prioritisation and instead report a student against each unique ethnic group they identify with.

Code	Ethnicity list	Ethnic group for reporting
211	Māori	Māori
351	Tokelauan	Tokelauan
361	Fijian	Fijian
341	Niuean	Niuean
331	Tongan	Tongan
321	Cook Islands Māori	Cook Islands Māori
311	Samoan	Samoan
371	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 D – Secondary Tertiary Programmes (STP)

List of Secondary Tertiary Programmes

Below is a list of all Secondary Tertiary Programmes in New Zealand as at 1 September 2023. Please use this list when answering the STP questions.

	Secondary Tertiary Programme	Lead Provider
1	U-Skills Trades Academy	Te Pūkenga (formally Universal College of Learning (UCOL))
2	Ara Trades Academy	Te Pūkenga (formally Ara Institute of Canterbury (Ara))
3	Otago Secondary-Tertiary College	Te Pūkenga (formally Otago Polytechnic)
4	Bay of Plenty Futures Academy	Trident High School
5	Hawke's Bay and Tairāwhiti School's Trades Academy	Te Pūkenga (formally Eastern Institute of Technology (EIT))
6	Te Arataki ki te Uru Trades Academy	Kelston Girls' College
7	Land Based Trades Academy	National Trades Academy (NTA) Ltd
8	Manurewa High School Trades Academy	Manurewa High School
9	Top of the South Trades Academy	Nayland College
10	New Zealand Primary Industries Trades Academy	Te Pūkenga (formally Primary ITO)
12	Southern Cross Trades Academy	Southern Cross Campus
13	Te Taitokerau Trades Academy	Tikipunga High School
14	Tāmaki College Trades Academy	Tāmaki College
15	Taranaki Trades Academy	Te Pūkenga (formally Western Institute of Technology at Taranaki (WITT))
16	Taumarunui High School Trades Academy	Taumarunui High School
17	Huarahi Trades Academy	Te Aho o Te Kura Pounamu (Te Kura)
18	Waikato Trades Academy	Te Pūkenga (formally Waikato Institute of Technology (Wintec))
19	Wellington Trades Academy	Te Pūkenga (formally Wellington Institute of Technology (WelTec))
20	Auckland West Vocational Academy	Massey High School
21	West Coast Trades Academy	Greymouth High School
22	School of Secondary Tertiary Studies	Te Pūkenga (formally Manukau Institute of Technology (MIT))
23	MIT Trades Academy	Te Pūkenga (formally Manukau Institute of Technology (MIT))
24	Murihiku Tertiary Academy	Te Pūkenga (formally Southern Institute of Technology (SIT))
25	The Aotearoa Trades Academy	Te Wānanga o Aotearoa

Useful links

Roll return links	Documents at this website
www.educationcounts.govt.nz/goto/guidelines	» School Roll Return Guidelines 2024 » Data Quality Report Guides » Secure Data Portal Instructions
www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications	Code Sets and Classifications
Other links	
http://www.education.govt.nz/ministry-of-education/publications/education-circulars/	Education circulars
http://www.education.govt.nz/school/ministry-bulletin-for-school-leaders-he-pitopito-korero/	Ministry Bulletin for School Leaders, Calendar of key dates
http://www.education.govt.nz/school/funding-and-financials/resourcing/	Resourcing on Education.govt.nz
http://www.educationcounts.govt.nz/data-services/collecting-information/school-sms-roll-returns	Information on SMS
http://www.education.govt.nz/school/managing-and-supporting-students/enrolling-students/guide-to-using-enrol/	ENROL help and FAQ's
www.educationcounts.govt.nz/statistics/schooling	School statistics
www.educationcounts.govt.nz/find-school	Find your Nearest School
http://www.education.govt.nz/ministry-of-education/specific-initiatives/star/reviewing-and-reporting-use-of-star-funding/	Instructions on how to enter STAR in your SMS, as provided by SMS providers.
https://education.govt.nz/school/funding-and-financials/fees-charges-and-donations/	Donations Scheme
https://www.education.govt.nz/our-work/changes-in-education/equity-index/	Information on the Equity Index

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