**Maximum Roll Increases – Integrated Schools**

**MOE Checklist**

# Information for the submission

1. **Admin Information**

|  |  |
| --- | --- |
|  | **Info provided by:** |
| School Name | Proprietor |
|  School Number | Proprietor |
| Type of School | Proprietor |
| Address/phone/fax/email | Proprietor |
| Proprietor’s name and/or Proprietor’s Agent’s name | Proprietor |
| Address/phone/fax/emai*l* of Proprietor and/or Representative | Proprietor |

1. **Roll Information**

**Current Roll Information**

|  |  |
| --- | --- |
| Current maximum roll  | Proprietor |
| Current maximum non-preference roll | Proprietor |
| Current actual preference roll | Proprietor  |
| Current actual non-preference roll | Proprietor |
| Current actual roll (including foreign fee-paying students) | Proprietor |
| Does the school have foreign fee-paying students? | Proprietor |
| If so, how many foreign fee-paying students? | Proprietor |
| Date of these statistics | Proprietor  |
|  |  |
| Proposed Roll Information  |  |
| Proposed maximum roll | Proprietor |
| Proposed number of non-preference students | Proprietor |
| The reason for the roll increase (eg new industry in the area, residential developments, migrants to the area etc) | Proprietor |
| Details of waiting lists | Proprietor |
|  |  |
| Roll Projections for next 3 years |  |
| Projected peak roll (including non-preference but not foreign fee-paying students) for next 3 years* with current maximum roll
* with proposed increase maximum roll
 | Proprietor/MOE |
|  |  |
| Source of Information |  |
| * Where has this information come from eg Stats NZ, Census, TLA etc
 | Proprietor |
|  |  |
| Increase Overview |  |
| * Does this increase cover immediate needs, needs over the next 2 years or needs over the next 5 years?
 | Proprietor |
| * Over what period do you think you will need this maximum roll increase?
 | Proprietor |

1. **Accommodation**

### With current maximum roll

|  |  |
| --- | --- |
| Number of teaching spaces (number integrated & number not integrated) | Proprietor/MOE |
| * Estimated number of students the school can accommodate
 | Proprietor/MOE  |
|  |  |
|  **With proposed increase to maximum roll** |  |
| Number of teaching spaces (number integrated & number not integrated) | Proprietor/MOE |
| Estimated number of students the school can accommodate | Proprietor/MOE |
| Other accommodation required with proposed increase? | Proprietor/MOE |
| How will extra accommodation be funded? | Proprietor |
| Will the school site accommodate the extra buildings | Proprietor |

1. **Staffing**

|  |  |
| --- | --- |
|  Number of FTTE with present roll | MOE |
| Number of FTTE with increase | MOE |
| Any changes to grading of the school, MUs etc with proposed increase | MOE |

1. **Flow-on Effects to Other Schools**

|  |  |
| --- | --- |
| How might the increase affect local schools with the same special character? | Proprietor/MOE |
| How might the increase affect local state schools in the network | MOE |

1. **Area Strategy/Review**

|  |  |
| --- | --- |
| Is the proprietor involved in discussions with the local MOE about an area strategy or area review for the schools network/region? | Proprietor/MOE |
| * Does the proprietor have a strategic plan for the area? If so how does this increase relate to other activity in the local network.
 | Proprietor |
| * Does the school have a strategic plan for its growth?
 | Proprietor |

1. **Other Information**

|  |  |
| --- | --- |
| List other maximum roll increases over the last 5 years and if they were accepted or declined | Proprietor/MOE |
| Responses from other schools (primary/secondary) in the local network and with the same special character, NZEI, PPTA, NZSTA | MOE |
| Other activities in the network – known and planned. How does this application fit in with these activities?  | MOE |
| Any other information which may be important to the application | Proprietor/MOE |
| List any other viable alternatives eg enrolment scheme or reduce non-preference students | Proprietor/MOE |

1. **Ministry Recommendations**

The reasonable options eg

approve proposed increase in maximum roll

approve proposed increase in max roll with a proviso

eg - the non-preference student number remains the same

* that the school implements an enrolment scheme (this will need to be agreed by the Ministry and the Proprietor but may be different to the enrolment schemes at other state schools in the area)
* that the proprietor purchases more land
* that the increase is reviewed within a set timeframe
* that the neighbouring school does not increase its maximum roll

approve increase to \_\_\_ (less than the proposed)

approve the proposed increase but provide a staggered implementation of it eg 20 students a year for 2 years

decline the proposal.