

## Briefing Note: Outcome of the 2021 Provisional Roll and Provisional Staffing Entitlement Process

<b>To:</b>	Hon Chris Hipkins, Minister of Education		
<b>Date:</b>	16 September 2020	<b>Priority:</b>	Low / Medium / High
<b>Security Level:</b>	In Confidence	<b>METIS No:</b>	1241319
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<b>Messaging seen by Communications team:</b>	Yes	<b>Round Robin:</b>	No

### Purpose of Report

The purpose of this paper is for you to:

**Note** the outcome of the 2021 provisional roll and provisional staffing entitlement process.


**Note** how we will be supporting schools that have experienced a reduction in staffing entitlements.

**Agree** that this Briefing will be proactively released.

☒ **Agree** ☐ **Disagree**

  
Katrina Casey  
Deputy Secretary  
Sector Enablement and Support

16/9/2020

  
Hon Chris Hipkins  
Minister of Education

19/9/20

## Summary

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1. The Ministry notifies schools of their provisional roll and provisional entitlement staffing in September for the following year to allow schools to make staffing decisions. This is their guaranteed minimum staffing level and is not adjusted during the year it applies to if the actual rolls indicate a decrease in entitlement staffing. It is adjusted upwards during the year if the roll significantly increases.
2. For 2021, a total national provisional staffing entitlement of 44,879 full-time equivalent teachers (FTTE) has been calculated. This is an increase of 290 FTTE in comparison to 2020.
3. The provisional entitlement staffing for 2021 indicates 1,036 schools will receive an increase to entitlement (43%). A further 273 school will have no change (11%), while 1,112 schools will see a decrease (46%). This compares to 2020 which saw an increase for 39%, no change for 19%, and a reduction for 42% of schools.
4. For those schools that will see an increase, the average is 1.4 FTTE. For those that will see reduced staffing entitlement, the average reduction is 1.0 FTTE.
5. Overall secondary and specialist schools have seen an increase in their allocation this year, with primarily primary schools seeing declines. This corresponds with projected growth in secondary rolls and expected increased demand for secondary teachers.
6. In Auckland the total staffing entitlement will increase by 248 FTTE. 260 schools will receive an increase of up to 11.1 FTTE. 224 will see a decrease, of up to 3.2 FTTE.
7. A list of the schools with the largest declines and increases in staffing entitlements for 2021 compared with 2020 is provided at Annex 1. This year the largest increase for a single school was 11.3 FTTE, and the largest reduction in staffing entitlement for a single school was 4.9 FTTE.
8. Provisional entitlement notices will be released to schools on Saturday 19 September 2020. Messaging about this year's provisional staffing entitlements will be based on the communications plan attached at Annex 3.
9. In many cases reductions in provisional staffing entitlements will not be a surprise to schools. Schools are familiar with the support available to them if their provisional entitlement staffing is lower than the previous year. Where a reduction was unexpected, schools can apply for their provisional staffing entitlement to be reviewed.



## Background

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### The provisional staffing process

1. The Annual Staffing Order sets out the methodology the Ministry uses to calculate each school's entitlement staffing for the year. It is an Order in Council which is authorised every year and is a publicly available document.
2. The Staffing Order requires the Ministry to estimate a "provisional roll" for each school in accordance with the date the school rolls typically peak for each type of school. These are as follows:

Type of school	Estimate as at:
Primary and contributing	October the following year
Intermediate, composite and secondary	March the following year

3. Every September we notify schools of their provisional roll and provisional entitlement staffing for the following year. The current process has been designed to advise schools of the provisional entitlement staffing information as early as possible so they can plan for the following year. This year schools will receive their entitlement notices before the end of term three.
4. The provisional roll is used to calculate provisional entitlement staffing for each school. Provisional entitlement staffing provides schools with a minimum guaranteed level of staffing for the following year, which allows schools to make staffing decisions and other plans for the year.
5. Each year the calculation of the provisional entitlement staffing seeks to strike a balance between providing schools with sufficient minimum staffing levels to plan their school organisation effectively and the need to ensure they are resourced appropriately for the number of enrolments. If the estimate is too low or too high, schools are likely to have to make changes during the year, as their planning will not reflect the staffing level they require. An estimate that is too low may mean schools do not plan enough FTTEs, and an estimate that is too high means the Ministry will be funding more FTTEs than needed.
6. Entitlement staffing is confirmed the following March, after schools return their actual rolls. If a school's confirmed roll is higher than its provisional roll, it will receive an increase to their entitlement. If actual roll turns out to be lower than the provisional roll, the provisional entitlement staffing is confirmed for that year.
7. Schools can seek an increase in entitlement staffing at any time during the year if their roll increases beyond their confirmed roll.

### *Reductions in entitlement staffing*

8. Each year some schools' provisional roll will reflect a reduction in entitlement staffing from the year before. This can occur where their roll has reduced, remained static or has grown more slowly than expected.
9. Where a roll reduction is anticipated by the school, this is generally managed proactively through the use of fixed-term employment agreements or attrition. In other cases schools may not fully staff up to their entitlement if they can see the actual roll is likely to be less than predicted. Where a reduction has not been anticipated, and the school is not readily able to manage the reduction, we work with the school to support them during the transition.

10. The surplus staffing process allows schools to apply for support to disestablish teaching positions up to the FTTE amount their entitlement staffing has decreased by. When entitlement staffing reductions are less than 1.0 FTTE, Boards usually manage their staffing without additional support.

### **Calculation of the provisional roll**

11. Schools submit their March and July roll returns and an optional predicted roll return to the Ministry each year.
12. Our Education Management Information System (EDUMIS) selects the lower of the provisional (estimated by the Ministry) or predicted (returned by the school) roll at each year level. It then moves each student up a year level, and estimates the number of new entrants based on data from the previous March.
13. We compare the EDUMIS output against historic rolls to identify any significant trends in roll growth or decline that have not been captured. Specific circumstances that are impacting the roll are then factored into the calculation (e.g. a new school opening may impact rolls in nearby schools).
14. We perform quality assurance checks across various cuts of the provisional entitlement calculations and a school-by-school check.

### *Adjustments*

15. We have made adjustments to entitlements for schools:
- where we have intervened to manage growth by asking them to reduce the number of out-of-zone students;
  - that are located in known growth areas;
  - that are coming off a guaranteed notional roll; and
  - where we have previously over-estimated staffing requirements.
16. Smaller primary schools have a minimum staffing entitlement of 2 FTTE, and were considered separately to ensure equitable treatment.

### **Outcome of the 2021 provisional staffing process**

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17. A total national provisional staffing entitlement of 44,879 FTTE has been calculated for 2021. The results are in line with forecast rolls, and are largely in line with previous years. This is an overall increase of 290 FTTE compared with an overall provisional entitlement of 44,589 for 2020.
18. 1,112 schools (46% of all schools) will see some level of decrease in their provisional staffing for 2021 (compared to 42% in 2020 and 37% in 2019). The average decrease is 1.0 FTTE. The remainder of schools will either see an increase or no change in their FTTE allocation, with an average increase of 1.4 FTTE.
19. Overall secondary and specialist schools have seen an increase in their allocation this year, with primarily primary schools seeing declines. This corresponds with projected growth in secondary rolls and expected increased demand for secondary teachers.



### Schools with changes of more than 2 FTTE

20. We have identified 175 schools who will see a reduction of more than 2 FTTE in their staffing entitlement from 2020. Just under a quarter of these schools are in Auckland, with the remainder spread across the country.

School type	Decrease of 2+ FTTE	Increase of 2+ FTTE
Contributing primary	66	47
Full primary	36	33
Intermediate	13	15
Secondary	46	93
Composite	14	20
Specialist	-	1
<b>TOTAL</b>	<b>175</b>	<b>209</b>

21. A list of the schools with the largest changes in FTTE allocation is provided in Annex 1.

### Provisional staffing entitlements for schools in Auckland

22. Half of Auckland schools have increased provisional staffing entitlements in 2021 compared with 2020.
- 260 Auckland schools (50%) increased
  - 224 schools (43%) decreased
  - 34 school (7%) no change in entitlement.
23. Of those schools seeing a decreased provisional entitlement, 111 have a change of less than 1 FTTE, 74 are decreasing between 1 and 2 FTTE, 38 are decreasing between 2 and 3 FTTE, and 1 is decreasing more than 3 FTTE.
24. Information about the 113 Auckland schools seeing a decrease of more than 1 FTTE is included in Annex 2.

### Potential reasons for declines in student roll numbers

#### *Changes in students' year levels*

25. Some schools may experience a roll decline without a corresponding decrease in FTTEs because students at different year levels generate different levels of staffing.
26. In general, 2021 provisional rolls project that the number of primary school students (particularly at Year 1 and 2) will be lower than previous years. This is consistent with roll forecasts, and has resulted in a decline in the number of FTTE entitlement for primary schools nationally, and is offset by an increase in FTTEs in other parts of the sector.

#### *Impact of housing development*

27. Larger Kāinga Ora projects redevelop large tracts of urban areas for renewal. Many of these projects are in Auckland.
28. The renewal process means populations shift out of areas while housing is removed and rebuilt, typically with greater numbers of houses and a larger population. This can impact rolls in some schools for a number of years. We have supported impacted schools during these periods by providing Special Reasons Staffing to maintain staff numbers in affected schools until the rolls normalise.

29. Kāinga Ora regeneration projects (where they are demolishing ahead of building) are impacting on local primary schools. Growth from these projects has yet to emerge, but will arrive soon due to Kāinga Ora's accelerated build programme.
30. This may also have a flow on effect on out-of-zone enrolments at popular neighbouring schools.
31. We have adjusted the 2021 provisional rolls of 23 schools in Auckland as a result of COVID-19 related delays to housing developments by a total of 53.5 FTTE.

#### *Impact of COVID-19*

32. Some secondary schools have reported that they have permanently lost enrolment of some senior students who have left school earlier than expected to support their families. This does not appear to be a wide-spread trend, as only 2.1% of students who were included in secondary schools' March roll returns had left school by the July 2020 roll return, compared with 3.5% in 2019. In any case, as secondary school provisional rolls are set using March data, COVID-19 would not have impacted on 2021 provisional roll calculations.
33. July 2020 roll returns for a small number of schools may have been impacted by parents delaying enrolling their children in school. We anticipate that this will have minimal impact, but if schools raise this with us we can adjust provisional rolls where warranted.
34. You have received separate advice on our teacher supply response to COVID-19 [METIS 1236815 refers]. This sought your agreement to use existing teacher supply funds to accelerate domestic supply, targeting particularly secondary teachers and in some specialities (e.g. te reo Māori, Māori Medium and STEM). This is aimed at giving the sector confidence that supply pressures are being addressed. We are working with your office to finalise associated communications, including confirming an approach to release.
35. We will be providing you with separate additional advice through the annual update to the Teacher Demand and Supply Planning Tool in October 2020. This will include an estimate of how we expect the supply of teachers to have changed in 2020, taking into account COVID-19 impacts.

#### *Reductions in out-of-zone student numbers*

36. The Ministry has been working with some schools to reduce the number of out-of-zone students on their rolls in order to allow for anticipated in-zone growth. This may have had a suppressive effect on current rolls.
37. Some schools advised to reduce their out-of-zone roll numbers to position themselves for future in-zone growth, have seen a decline in overall rolls for 2020 and therefore projected rolls for 2021. Examples of this are Manurewa High School and Rosehill College. Neighbouring schools like James Cook High School and Papakura High School are seeing increasing rolls as a result (James Cook has its highest roll since 2014).
38. Because we anticipate the in-zone rolls will continue to grow we have adjusted the staffing entitlement for relevant schools.



## *New Schools*

39. The opening of a new school will likely lead to a drop in the rolls of nearby schools that have been carrying a higher roll. This is the case at Huapai District School, which is being impacted by a new school in Kumeu (Matua Ngaru School which opened in 2019).
40. Roll decline in this situation is expected, and over time will be off-set by the population growth in the area.

## Provisional staffing estimates and National Education Growth Plan projections

41. Forecast demand for new schools and roll growth classrooms for high growth areas across New Zealand are captured in the National Education Growth Plan (NEGP) to 2030.
42. The NEGP sets out the Government's approach to manage, maintain and grow the schooling network in response to current and forecast increases in the school age population. It provides a high-level overview of population growth out to 2030.
43. The NEGP provides forecast demand in specific 'high growth' catchments across New Zealand. The 39 catchment plans in the NEGP include 20 across the Auckland region and 19 elsewhere across New Zealand. Combined, these catchment plans forecast an additional 100,000 new student places will be required by 2030. This is based on Statistics New Zealand high growth projections.

## **Differences between NEGP planning and provisional staffing estimates**

44. The NEGP plans network and infrastructure development in response to long term pressures on rolls. NEGP catchment modelling aims to match medium and long term projections, and is not sensitive to yearly and school-level data.
45. Staffing notices are created for next-year scenarios at a school level, which is the opposite end of the planning spectrum. Staffing provisions are able to react quickly to an upwards re-adjustment of entitlement, whereas the supply of buildings requires future planning and provides permanent solutions.
46. The two systems are designed to deliver different outcomes, and so use different modelling practices. The lower staffing entitlements should not be expected to align precisely with the modelling of the NEGP, which must operate across a different timescale.
47. We have checked schools expecting a decrease in provisional staffing entitlement for 2021 and adjusted in a small number of cases where future growth is forecast (for example, in special housing development areas).

## 2021 Provisional staffing entitlements compared with 2020 confirmed staffing entitlements

48. The provisional staffing entitlement for 2020 was 44,588 FTTE and the confirmed staffing entitlement for that year was 44,979 FTTE. This means that 391 fewer teachers were allocated in the 2020 provisional entitlement than were ultimately generated by the actual confirmed roll.

49. The table below compares staffing entitlements for the past three years.

School Type	2019 Provisional FTTE	2020 Provisional FTTE	2021 Provisional FTTE	Provisional Movement 2019 - 2020	Provisional Movement 2020 - 2021	2020 Confirmed FTTE	Provisional 2021 vs Confirmed 2020
Composite/ Restricted composite	2,569	2,675	2,732	+106	+57	2,756	-24
Contributing	11,976	11,994	11,921	+18	-73	12,001	-80
Primary	9,551	9,699	9,664	+148	-35	9,718	-54
Intermediate	2,724	2,845	2,856	+121	+11	2,901	-45
Secondary	16,546	16,808	17,114	+262	+306	17,043	+71
Specialist	522	568	592	+46	+24	560	+32
<b>Grand Total</b>	<b>43,888</b>	<b>44,589</b>	<b>44,879</b>	<b>+701</b>	<b>+290</b>	<b>44,979</b>	<b>-100</b>

Note: Figures for 2019 and 2020 take into account the outcomes of schools' requests for us to review their provisional staffing entitlements, so differ from original entitlements. Figures provided for 2021 have not yet been subject to this process, and therefore may change.

50. There were increases across the board between 2019 and 2020, followed by declines in some areas between 2020 and 2021. This is partially due to the 2019 provisional roll predicting a higher growth rate than eventuated, with much of this over-estimation impacting Auckland.
51. Comparison of the provisional roll for 2021 and the confirmed 2020 rolls shows that confirmed numbers were higher in all areas aside from secondary and specialist schools.

### How we are supporting schools

52. Schools are familiar with the support available to them if their provisional entitlement staffing is lower than the previous year. Schools can:
- request a review of their provisional entitlement staffing,
  - ask the Ministry for additional roll growth funding throughout the year
  - request Special Reasons Staffing and Funding for situations that are exceptional and outside of the control or influence of their board
  - utilise the surplus staffing process as provided under the collective agreement.
53. In many cases reductions in provisional staffing entitlements will not be a surprise to schools. Where a reduction was unexpected, schools can apply for their provisional staffing entitlement to be reviewed.
54. We will also continue to respond to queries from schools on how their provisional staffing is calculated. We will provide a clear explanation of the provisional staffing calculation and highlight the support options available.

### Improvements to the provisional roll setting and communication process

55. This year we have used a wider range of intelligence to improve the verification of provisional rolls at national and regional levels. These include the National School Roll Projection, the Teacher Demand and Supply Tool and network analysis.
56. We also significantly increased the time our regional staff have had to review the provisional rolls and the impact on staffing for the schools they support, so that we better understand the factors impacting on provisional rolls and can more effectively manage any impact on schools. The regional office review enables us to better identify and focus on any areas or schools that appear to have a material change in their provisional roll entitlement.



57. We have developed a communications plan to support the release of the provisional staffing notices. This is attached at Annex 3.

### **Surplus staffing support**

58. Where a school is facing a reduction in staffing and has been advised by NZSTA to pursue surplus staffing support, there are several options to help mitigate the loss of staffing:

- **Supernumerary:** A supernumerary teacher remains at their current school for the surplus staffing period. The Ministry provides staffing to the school to account for this teacher.
- **Redeployment:** A supernumerary teacher may decide to move to another school for the surplus staffing period.
- **Retraining:** A teacher may opt to further their study in the field of education.
- **Severance payment:** A teacher may receive a severance payment if the above three options have been explored and none are appropriate.
- **Long service payment:** The same as a severance payment but for teachers who have contributed over 25 years of service.

### **Next Steps**

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59. Provisional roles will be announced this Saturday 19 September. Messaging surrounding the announcements will be based on the communications plan (attached at Annex 3).

60. We will review entitlements if a school anticipates a higher roll number than we have estimated.

### **Proactive Release**

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61. We recommend that this Briefing is proactively released as per your expectation that information be released as soon as possible. Any information which may need to be withheld will be redacted in line with the provisions of the Official Information Act 1982.

### **Annexes**

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Annex 1: Schools with the largest increases or decreases in provisional entitlement, 2021 compared with 2020

Annex 2: Auckland schools with decreases of more than 1 FTTE

Annex 3: Communications plan

**Annex 1: Schools with the largest increases or decreases in provisional entitlement, 2021 compared with 2020**

School	Change		Region	Type	Decile	Comment
	FTTE	%				
Rolleston College	+11.3	+19.1	Canterbury	Secondary	10	
Mt Albert Grammar School	+11.1	+6.9	Auckland	Secondary	7	
Nayland College	+10.9	+15.4	Nelson	Secondary	6	
Scott Point Primary School	+10.9	-	Auckland	Full Primary	0	Scott Point Primary School will open in 2021.
TKKM o Te Kura Kokiri	+10.2	+84.3	Bay of Plenty	Composite	2	
Whangaparaoa College	+9.8	+12.0	Auckland	Secondary	9	
Henderson High School	+9.8	+17.7	Auckland	Secondary	3	
Papakura High School	+9.7	+23.3	Auckland	Secondary	1	The school has had increased roll in 2020, partially due to Manurewa College reducing its out-of-zone numbers.
Suzanne Aubert Catholic School	+9.0	-	Bay of Plenty	Contributing	0	Suzanne Aubert Catholic School will open in 2021.
Western Springs College	+9.0	+10.1	Auckland	Secondary	8	
Rotorua Boys' High School	+9.0	+16.2	Bay of Plenty	Secondary	3	
Campion College	-3.0	-8.7	Hawkes Bay	Secondary	6	
Greenpark School (Tauranga)	-3.1	-8.1	Bay of Plenty	Contributing	5	
Matipo Road School	-3.2	-11.3	Auckland	Contributing	7	The school was overstaffed last year. Has been adjusted to account for growth area.
Rototuna Senior High School	-3.5	-6.6	Waikato	Secondary	10	
Te Puke High School	-3.6	-6.3	Bay of Plenty	Secondary	3	
Whanganui Intermediate	-3.6	-11.4	Whanganui	Intermediate	4	
Fraser High School	-4.0	-4.7	Waikato	Secondary	4	
Whanganui High School	-4.8	-6.1	Whanganui	Secondary	4	
Kapiti College	-4.9	-5.6	Wellington	Secondary	8	



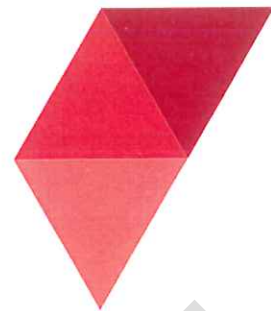
## Annex 2: Schools in Auckland with the largest increases or decreases in provisional entitlement, 2021 compared with 2020

School	Change FTTE %		Type	Decile	Comment
	FTTE	%			
Mt Albert Grammar School	+11.1	+6.9	Secondary	7	
Scott Point Primary School	+10.9	-	Full Primary	0	Scott Point Primary School will open in 2021.
Whangaparaoa College	+9.8	+12.0	Secondary	9	
Henderson High School	+9.8	+17.7	Secondary	3	
Papakura High School	+9.7	+23.3	Secondary	1	
Western Springs College	+9.0	+10.1	Secondary	8	
Macleans College	+8.6	+6.9	Secondary	9	
Rangitoto College	+8.3	+5.1	Secondary	10	
Northern Health School	+8.0	+8.0	Specialist	1	
Takapuna Grammar School	+8.0	+9.0	Secondary	10	
34 schools	-2.0	Various			
Huapai District School	-2.1	-8.2	Full Primary	9	
Massey High School	-2.2	-2.7	Secondary	4	
Balmoral School (Auckland)	-2.5	-6.0	Full Primary	9	
Tangaroa College	-2.7	-4.7	Secondary	1	
Matipo Road School	-3.2	-11.3	Contributing	7	

**Annex 3: Communications Plan**

Proactively Released





# **Draft Communications Plan For 2021 Provisional Rolls for Schools**

**September 2020**

Proactively Released



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Proactively Released



## Overview

The annual Staffing Order prescribes the methodology the Ministry uses to calculate each school's staffing entitlement. The Staffing Order requires the Ministry to estimate the roll of each:

- primary and contributing school for the following October; and
- intermediate, composite and secondary school for the following March.

These dates are used as they are the times of the year that the roll is assumed to reach its peak for each category of school. This estimate is called the provisional roll.

Every September we notify schools of their provisional roll and provisional staffing entitlement for the following year to allow schools to make staffing decisions.

## Communications Objectives

The key communication objectives are to:

- clearly articulate the results of the 2021 provisional rolls and staffing entitlements and the impact on schools, including the calculation methodology and impact by region;
- explain the process for seeking a roll review where the school has information to suggest the Ministry's estimate may not be accurate; and
- assist schools to understand and manage the impact of their 2021 provisional rolls and staffing entitlements, including surplus staffing provisions.

## Key Messages

- On Saturday 19<sup>th</sup> September 2020 schools will be able to access their 2021 provisional rolls and staffing entitlements, via the School Data Portal.
- The provisional staffing entitlements provide schools with funding for a guaranteed minimum of staff for the coming year. These entitlements are not adjusted during the year if the actual roll indicates a decrease in staffing entitlement, but are adjusted upwards during the year if the roll significantly increases.
- When calculating the provisional rolls we look at schools' March and July roll returns, school type, distribution of students, enrolment history and trends. Some schools also provide an estimate for next year, which we also take into consideration when setting the minimum entitlements.
- For 2021, a total national provisional staffing entitlement of 44,879 full time equivalent teachers (FTTE) was calculated, an increase of 290 FTTE in comparison to last years' provisional staffing entitlement of 44,589 FTTE.
- If a school does not agree with their provisional staffing entitlement they can apply for a provisional roll review. Schools can also ask us for additional roll growth funding throughout the year if they have a higher than expected roll.
- Each year we do a reconciliation of the actual March roll data against the provisional roll data and re-calculate entitlement staffing based on this figure. Schools will then receive either an increased entitlement (if their roll has increased enough to warrant an increase) or the same entitlement (if their roll remains the same or decreases).

## Commentary Analysis

Historic and possible future public commentary	Mitigation messages
<p>Schools' rolls are declining and they are going to have to make staff redundant</p>	<ul style="list-style-type: none"> <li>• When setting the roll we make the best estimate given the information available.</li> <li>• The primary driver of a school's staffing entitlement calculation is its roll.</li> <li>• The provisional roll calculation is based on a combination of the most recent roll information (July/March) and a school's predicted roll (if provided).</li> <li>• The calculation is refined to incorporate historic roll trends, regional feedback and specific circumstances relevant to the school.</li> <li>• This year we were able to use predicted roll information from 2,216 (90%) schools to aid the provisional roll setting process.</li> <li>• School who are experiencing financial difficulty are encouraged to work with their Regional Office and School Financial Adviser.</li> <li>• Schools are familiar with the roll setting process and are usually well prepared to adjust staffing in response to roll fluctuations.</li> </ul>
<p>The Ministry has not factored in the impact of COVID-19 in the provisional roll setting process</p>	<ul style="list-style-type: none"> <li>• This year 2,216 schools submitted a predicted roll. This has enabled us to factor the potential impact of COVID-19 into the process for setting provisional rolls.</li> <li>• The provisional roll calculations have been cross checked against historical trends, and we have incorporated regional feedback and specific circumstances relevant to the school and community.</li> <li>• Whilst COVID-19 may have had an impact in a small number of schools, overall the provisional rolls are consistent with forecast enrolments.</li> <li>• Some schools are concerned about secondary school students leaving school to work to support their families due to other family members becoming unemployed following COVID-19 lockdowns. So far in 2020, more secondary students are staying in school. 2.1% of students who were included in secondary schools' March 2020 roll returns had left school by the July 2020 roll return. This is lower than the 3.5% of secondary students who left school between March and July 2019, and is the lowest rate since we started collecting this data in 2012.</li> </ul>



<p>The Ministry has not considered specific circumstances relevant to the school or community</p>	<ul style="list-style-type: none"> <li>• The process for determining the 2021 provisional staffing entitlement for schools is the same as for previous years and includes input from our regional offices. This year we significantly increased the time available for local offices to review the draft rolls to ensure specific circumstances were taken into account.</li> <li>• If schools dispute the provisional roll we use to calculate their provisional staffing entitlement, they can apply for a review. If Boards of Trustees can demonstrate that our estimate of their provisional roll is at least 5% different to their own estimate we will approve an increased provisional staffing entitlement.</li> <li>• In addition, Boards can also apply for extraordinary <a href="#">roll growth funding</a> if their actual roll significantly exceeds the funded roll during the school year.</li> </ul>
<p>Schools have already lost large sums of funding due to COVID-19 and provisional roll reductions will exacerbate the problem</p>	<ul style="list-style-type: none"> <li>• Additional COVID-19 funding is being provided to assist schools with meeting some of the additional costs incurred as a result of COVID-19, including but not limited to, a contribution to the cost of hand sanitiser and cleaning costs, transitional funding for the loss of international students, additional relief teacher funding, support for small schools.</li> <li>• Some schools may be concerned about the impact that COVID-19 is having on staff due to the loss of international students and that roll changes may exacerbate that. We will be talking to education unions about a possible approach to setting up a teacher exchange scheme in term 4 where schools and teachers could opt into to assist to match reductions with growth. This will not be a universal fix, but will help to manage some short and medium term pressures.</li> <li>• Schools that are facing financial difficulty are encouraged to work with their Regional Office and School Financial Adviser.</li> </ul>
<p>Underlying claims that schools' predicted roll is incorrect</p>	<ul style="list-style-type: none"> <li>• If schools dispute the provisional roll we use to calculate their provisional staffing entitlement, they can apply for a review. If Boards of Trustees can demonstrate that our estimate of their provisional roll is at least 5% different to their own estimate we will approve an increased provisional staffing entitlement.</li> <li>• In addition, Boards can also apply for extraordinary <a href="#">roll growth funding</a> if their actual roll significantly exceeds the funded roll during the school year.</li> </ul>

## Timeline

When	What	Who
Wednesday 16 September	Briefing and draft communications plan submitted to Minister – provisional rolls and staffing entitlements	SE&S Resourcing
Friday 18 September (afternoon)	Email to school principals – explaining overall outcome and trends for the 2021 provisional staffing entitlements, when they will be published and what support is available	SE&S Regional Directors
Saturday 19 September (1pm)	2021 provisional rolls and staffing entitlements available on School Data Portal	SE&S
Monday 21 September	Schools are able to submit provisional roll review applications	SE&S