

**Have you been staffed correctly for this year?
Are you already 3 pupils above your grading roll and applying for roll growth staffing?**

The Ministry of Education attempts to staff schools with new entrants so that they will reach 10 October before needing to apply for roll growth staffing. They do this by applying a new entrant adjustment of 11/12th to the Year one roll, based on the lesser of the school's year one prediction and the ministry's year one prediction from the previous year's 1 July Roll Return. This adjustment appears on the September 2010 Entitlement Notice (Pink). Area schools get a second bite at the cherry, as MOE applies a new entrant adjustment to this year's actual March roll.

Here is a quick way for primary and contributing schools to determine whether they have been staffed appropriately for 10 October 2011.

Using the recent 1 March Confirmation Notice Table showing year levels and total roll figures....

1. Multiply the Year one number in the "March Actual Reg" column by 11/12ths, round up to the next whole number and add the result to the total roll at the bottom of that column.
2. Compare this new roll total calculated in (1) with the Provisional roll total in the left hand column ("Prov 2011 Reg") of the March Confirmation Table.

If the provisional roll total in the left hand column is equal to or greater than the March total plus 11/12ths New Entrant adjustment then all is well (unless you understated your year one prediction of course) and you will probably not be seeking staffing increases until about October/November this year.

If the provisional roll total is less than the March total plus 11/12ths New Entrant Adjustment, then the problem might be the process you used when you completed your 1 July predictions last year. (And many of you will have an inkling of this anyway, as you are realising that you will soon be applying for roll growth staffing, if not already engaged in that activity)!

Not sure how/where you messed up??? Either become an Area School as quickly as possible or scan or photograph just the table on the March Confirmation Notice and email it to me so that we can get you sorted for this July's predictions.