

APPLICATION FOR A REVIEW OF YOUR DECILE 2018

Applying for a review

To apply for a review of your decile you must:

- Read this document.
 - Select the reason(s) your school decile should be reviewed (select one or both) of the reasons on the application form on the next page.
 - Sign the decile review application form, collect the appropriate evidence, and either:
 - Post the application form, summary of evidence, and all family survey(s)
- OR
- Scan into PDF files and email the application form, summary of evidence and all family survey(s), and/or attach students' addresses in an excel or csv file.

The Ministry will inform you of the outcome of your decile review before the end of the school year.

Due date for applications

All applications must be received before **5pm, Monday 24 September 2018**.

Send your application to

Please post and/or email the completed application to:

**Data Team
Evidence, Data, and Knowledge
Ministry of Education
PO Box 1666
Wellington 6140**

Optional: Please use the address below for couriered applications:

**Data Team
Evidence, Data, and Knowledge
Ministry of Education
Upper Basement
Mātauranga House
33 Bowen Street
Wellington 6011**

Email: Decile.Reviews@education.govt.nz

Queries

If you have any questions about this application form, please contact:
Phone: 04 463 0915
Email: Decile.Reviews@education.govt.nz

**PLEASE ENSURE THAT YOU INCLUDE ALL OF THE REQUIRED INFORMATION TO
SUPPORT YOUR CLAIM.
APPLICATIONS WITHOUT APPROPRIATE EVIDENCE WILL BE DECLINED.**

DECILE REVIEW 2018 APPLICATION FORM

Please provide your school name and number, along with a contact person for enquiries regarding this application:

School Name School number:

Contact person: Phone:

Email:

Selecting a reason

Please tick the box next to the reason(s) that applies to your application.

You must tick at least one box.

Appendix A and B provide specific details about each reason.

Reason 1

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Change in the character of the area from which your school draws students (i.e. there has been a change to one or more of the five socio-economic factors used to calculate the decile, see Appendix A)

We believe that a review of our school's decile is warranted because since our decile was calculated there has been a change in the character of the areas from which our school draws students.

In support of our claim we have completed a survey of families of students in our school. We have attached all survey results, including a summary of those results (using the survey provided), as evidence of a change in the socio-economic factors that are used to calculate the decile.

Reason 2

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Change to the school's catchment area (see Appendix B)

We believe that a review of our school's decile is warranted because our students come from different areas than they did when the original calculation was made.

In support of our claim the addresses of all students now attending our school will be emailed in **excel (.xls)** or **csv (.csv)** format.

We certify that all the material contained in this application is accurate.

Signed: Principal or BOT Chairperson

Date:

Appendix A: Reason 1

Introduction

You may apply for a review of your school's decile under Reason 1 if you can provide evidence that:

Since your decile was calculated there has been a change to one or more of the five socio-economic factors used to calculate the decile.

The five socio-economic factors

You must provide evidence that there has been a change to one or more of the socio-economic factors listed below.

Household income

Percentage of households with "low income".

- We adjust income to account for how many adults and children are in the household and the age of the children, which is then compared to a threshold.
 - 20% of households nationally are under this threshold and are deemed to have "low income"
 - For example, a family with 2 adults and 1 child would be deemed to have "low income" if they earned under approximately \$29,000 per annum (before tax).
- The income calculation is quite complex and income is a very personal question to ask parents. For these reasons, the Ministry generally uses information from the other four socio-economic factors to estimate changes to income.
- **If income is the only socio-economic factor that you believe has changed then please contact the Ministry to discuss ways in which you can gather the required evidence. If customized or altered family survey forms are used (that have not been discussed with the Ministry), evidence collected may not be able to be processed, and your application may be declined.**

Occupation

Percentage of employed parents in "low-skilled" occupations.

- This includes most service, administrative and sales workers, machine operators, drivers and labourers.

Household crowding

Percentage of households which are crowded.

- We take the number of couples, children and other adults in the household to work out the ideal number of bedrooms and compare this to the actual number of bedrooms available to indicate whether a household is crowded.

Educational qualifications

Percentage of parents with no tertiary or school qualifications.

Income support

Percentage of parents who have directly (i.e. not as a partner) received Jobseeker Support, Sole Parent Support, or Supported Living Payments in the previous year.

- This does not include parents receiving Working for Families Tax Credits.

Appendix A: Reason 1, Continued

Collecting your evidence

A survey of parents/caregivers of **all** students in your school will provide the type of information needed to support your application.

Please use the Family Survey forms provided to collect data from parents /caregivers. If you want to customize the family survey in any way please send a copy of the proposed survey to decile.reviews@education.govt.nz. Applications using surveys which do not collect the information required for the review may not be processed, and your application may be declined.

Please note that only one questionnaire per family (not per child) needs to be completed. Only families with students who are currently enrolled in the school should be surveyed.

The survey can be printed on one double sided page.

The family survey has been made available in English, Māori, Samoan, and Tongan.

Once the family survey forms are returned, please fill in the summary of evidence sheet provided.

This survey provides all the information needed for the review, **please return all individual survey forms to the Ministry** and do not provide anything further e.g. summary census information, maps, aggregated data and/or distributions, etc.

Privacy issues

The family survey asks parents to provide personal information. You may wish to ensure the privacy of the information that parents are providing by doing the following:

- Inform parents of the reason for the questionnaire and the importance of completing it
- Keep questionnaires anonymous - do not write the student or family name directly on the questionnaire
- Before sending out the questionnaires; number them and record the number against your list of families. When the completed questionnaire is returned, use the number to identify the family and tick them off the list.
- Send all completed questionnaires, along with the summary sheet back to the Ministry as part of your decile review application.
- The Ministry will destroy all questionnaires at the end of the review process.

Appendix B: Reason 2

Introduction

You may apply for a review of your school's decile under Reason 2 if you can provide evidence that:

Students attending your school live in different areas than the students who attended your school when you supplied your students' addresses for the last decile review.

Supporting data

To review your school's decile, the Ministry will need to know the addresses of the students currently attending your school.

How do I provide supporting data?

You can use your student management system to generate an **excel (.xls)** or **csv (.csv)** file of your students' addresses. A template is provided.

Only include students who are currently enrolled in your school.

We require the actual physical address of each student, **not their postal address**. Addresses should include a road number and road name.

Do not include P O Box and care of (C/O) addresses or the names of students.

Examples of **invalid** addresses:

- Brown Street, Opunake
- P O Box 123, Opunake
- c/o 13 Smith Street, Opunake

Examples of **valid** addresses:

- 15 Brown Street, Opunake
 - Cnr Smith Street and Jones Road
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Rural addresses

If some or all of the students at your school live in rural areas, you **must** provide their actual street address or RAPID rural address only.

Please do not provide Rural Delivery or PO Box numbers.
