[Managing School] **- Activity Centre 20xx Annual Report**

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| **Report period**: 20xx calendar year | Due date: xx |
| Purpose: This annual report will be used by the Ministry of Education to:   * evaluate outcome data to assess national trends for this group of students * report on the progression and achievement of priority learners * ensure accountability for public funds. | |

| **Reporting measure description** | **Outcome** |
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| **How many?**   1. Number of students who have been enrolled over the reporting period.   *Please complete attached NSN Snapshot form.* |  |
| 1. Number of student exits within the reporting period. |  |
| 1. Number of students who were enrolled for 3 weeks or more within the reporting period. |  |
| **How well?** *This section only applies to students who have been enrolled for 3 weeks or more.*   1. Number of ILPs completed that meet the minimum criteria. [[1]](#footnote-1) |  |
| 1. Number of students with an 80% attendance rate or higher. |  |
| 1. Number of students who have demonstrated a lift in numeracy.   *Please list the assessment tools used.* |  |
| 1. Number of students who have demonstrated a lift in literacy.   *Please list the assessment tools used.* |  |
| 1. Number of students who have demonstrated progress in developing their career competencies and/or progress towards transition goals.[[2]](#footnote-2) |  |
| **Is anyone better off?** *This section applies to all students who have been enrolled over the reporting period.*   1. Number of students who have transitioned back to school. |  |
| 1. Number of students who have transitioned into further education or training. |  |
| 1. Number of students who have exited into employment or vocational pathways. |  |

**NSN Snapshot- Please complete for all students who have been enrolled over the reporting period.**

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|  | **NSN Number**  *Add more rows as required* | **Year level** | **Ethnicity** | **Enrolling school** | **Date of enrolment** | **Date of**  **exit** | **Enrolled for 3 weeks or more Yes/No** | **Exit Destination\*** |
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**\*Exit Destination.** Please choose one of the following:

Returned to school; Employment; Training course; Alternative Education; Turned 16 – finished schooling; Deceased; Te Kura Correspondence School; Home education exemption; In Oranga Tamariki – Ministry for Children (or other agency) care; Detained in custody.

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| **Provider Summary Report - Narrative Report** |
| 1. Please explain the improvements students have made in the following areas (please note you are not required to report highlights for every student; general highlights based on student progress, collective or otherwise will be sufficient):  * behaviour/attendance * health and wellbeing * key competencies. |
| 1. Explain how the Board has (choose one):  * provided a culturally responsive learning environment for Activity Centre students * fostered a physically and emotionally safe environment for Activity Centre students, or * supported professional development and/or continual improvement practices for Activity Centre teachers. |
| 1. What typical issues have arisen over the reporting period? |
| 1. Any other key points from the reporting period? (optional) |
| 1. **Please attach a financial statement for this calendar year.**   A financial statement is required to evidence how the operational funding has been spent, including any funding retained for administration costs. |

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| Signed: |  |
| Date: |  |
| Name: |  |
| Position: |  |

1. *The ILP minimum criteria is outlined in the 2016 Activity Centre MoU; Appendix One- Service Description.* [↑](#footnote-ref-1)
2. *Tools such as the Career Development Benchmarks: Secondary* [*https://www.careers.govt.nz/resources/planning/career-development-benchmarks/secondary/*](https://www.careers.govt.nz/resources/planning/career-development-benchmarks/secondary/) *or the NZ Career Education and Guidance resource on TKI may support the development of effective ILP goals related to career competencies and transition.* [↑](#footnote-ref-2)