

Please attach a
passport size photo
of the applicant
here



APPLICATION FOR ENROLMENT

Please Circle Appropriate Year Level, Term and Year of Entry

Year Level	Year 0 (New Entrant)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
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Start Term	Term 1	Term 2	Term 3	Term 4
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Year of Entry	2022	2023	2024	2025
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Student Details:

Surname:			
Given Name:		Known as Name:	
Middle Name/s:		Gender (please circle)	Boy / Girl
Date of Birth:		Religion:	

Country of Birth:		Nationality:	
New Zealand Residency (Please circle)	Yes / No	Language/s spoken at home:	

Ethnic Origin (tick up to 3 groups)

- | | | |
|--|---|---|
| <input type="radio"/> NZ European | <input type="radio"/> NZ Maori (please see Iwi section below) | <input type="radio"/> Other European |
| <input type="radio"/> Fijian | <input type="radio"/> Samoan | <input type="radio"/> Cook Island Maori |
| <input type="radio"/> Tongan | <input type="radio"/> Niuean | <input type="radio"/> Tokelauan |
| <input type="radio"/> Other Pacific Island | <input type="radio"/> Asian | <input type="radio"/> Chinese |
| <input type="radio"/> Indian | <input type="radio"/> South East Asian | <input type="radio"/> Other Asian |
| <input type="radio"/> African | <input type="radio"/> Middle Eastern | <input type="radio"/> Latin American / Hispanic |
| <input type="radio"/> Other | <input type="radio"/> Not Stated | |

Iwi: If your child is of New Zealand Maori descent, please enter the name(s) of his/her Iwi. You may enter more than one Iwi. If you do not know the Iwi, please enter 'Don't Know':

Present School / Preschool	
Schools previously attended	
If any relative of your child attends or attended Ficino School, please provide his/her name, relationship, years attended and School House affiliation.	

Have you attended a Ficino School Tour?	Yes / No	In what year? (eg 2021)
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Does your child require any additional educational support to meet his/her individual needs? (Please circle)		Yes / No
If YES, please specify (use extra sheets if required)		
Does your child have any specific health issues of which the School should be made aware? (Please circle)		Yes / No
Allergies:	Sight:	Hearing:
Speech:	Medication:	Other Physical/Mental Health issues:
If YES, please specify (use extra sheets if required)		
Immunisation Certificate:	(Please circle)	Yes – copy provided / No

Family Information:			
Caregiver: (Please circle)	Father / Stepfather / Guardian	Caregiver: (Please circle)	Mother / Stepmother / Guardian
Title:		Title:	
Surname:		Surname:	
Given Name:		Given Name:	
Known as Name:		Known as Name:	

Phone – Home:		Phone – Home:	
Phone – Mobile:		Phone – Mobile:	
Phone – Work:		Phone – Work:	
Email Address:		Email Address:	

Home Address:		Home Address:	
Suburb:		Suburb:	
City:		City:	
Post code:		Post code:	
Postal Address: (If different from above)		Postal Address: (If different from above)	
Suburb:		Suburb:	
City:		City:	
Post code:		Post code:	

Occupation:		Occupation:	
Religion:		Religion:	

Child lives with: (Please circle)	Both Parents / Other (Name and relationship):	Father /	Mother /
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Emergency Contact Details:	Relationship:	Phone - Mobile
Name 1:		
Name 2:		

Conditions of Enrolment

Please note, the enrolment application must be signed by all parents/guardians of the student.

I/We the undersigned, accept as conditions of enrolment that:

(Please tick to acknowledge you have read and accepted each of the statements below)

- Participation in School Programme:** I/We the undersigned, undertake as a condition of enrolment that the above-named student will participate in all the activities of the School programme as these reflect the ethos and character of the School.
- Attendance:** I/We agree to support the student to maintain regular attendance. An unanticipated absence for the day will notified to the School by 8.15am. Written notification will be provided for any planned absences and the Principal's permission is sought in writing for extended absences. The School can discontinue attendance of the above-named student in default of this undertaking.
- Fees:** I/We accept that fees are payable in full by the first day of each term but in the case of new students, are payable two weeks before the term starts. Overdue fees will attract a 5% penalty fee and the School reserves the right to request the withdrawal of your child if fees remain unpaid.

Application Fee: A non-refundable fee of \$100 is payable with this application.

Acceptance Fee: A non-refundable acceptance fee of \$1,000 is due two weeks after the receipt of the letter of offer.

Bond: Two weeks prior to your child starting at the School, you are required to pay a \$1,000 refundable bond. The bond will be released in the term after your child leaves Ficino School, less any outstanding payments provided the required notice has been given.

Invoices: All invoices issued, covering items such as uniform, trips and events, are payable upon issue. Trip and event fees are non-refundable when a child is absent from school on the day of the trip or event due to sickness or other reasons.

- Notice of Withdrawal:** I/We accept that one term's notice in writing addressed to the Principal is required prior for the withdrawal of a student. Failure to do this will result in the bond being forfeited.
- Uniform:** I/We will ensure that the student will at all times abide by the uniform requirements and hair regulations of the School.
- Conduct:** I/We undertake to uphold the School Values in our dealings with others in the School community, and through our example will ensure our child also abides by the School Values.
 1. Speak the truth
 2. Obey lawful direction
 3. Respect all
 4. Learn to be responsible and be responsible to learn
 5. Practise what is good with resilience and courage

ICT Agreement: I/we agree to co-read and co-sign the Student ICT Agreement with my/our child on an annual basis.

Education Outside the Classroom (EOTC) Permission:

- I give permission for my child to participate in walking to events away from the School. The children need to walk with teachers to various events and sporting activities during the school year. These may include swimming lessons at Mt Eden Pools, Church Services at St Barnabas Church, the Cross Country run on Mt Eden, occasional outings to local parks, etc.
- I am aware that any lengthier trips from the School will be notified via a letter/email and it is my responsibility to inform the school if my child does not have permission to attend.
- I understand it is my responsibility to inform and update the School with any medical concerns of which the staff members involved need to be aware.

Permission to Publish: Ficino School will at times publish photographs. Often photographs are taken in such a way to avoid identification of individual students. Nonetheless, from time-to-time teachers and staff would like to use photos, recordings and videos of students (media) in which students can be identified. The purpose of doing so is to record school activities, to celebrate current and past students' successes and promote Ficino School. Exemplary and identifiable pieces of student work are also sometimes published. We use media and student work for recognising achievement and participation through:

- Students' online learning journals (classwork)
- School Newsletter and School website
- School and classroom displays or presentations
- School social media activity
- Advertising and Prospectuses

It is the School's policy that any images for publication are positive depictions of the children.

I give permission for Ficino School to use and publish images of my child and pieces of his/her work for the purposes stated above.

Every effort will be taken to ensure that your privacy is respected. At any time, should there be a mistake (eg human error) or a concern, please contact the School office immediately.

Privacy and Use of Personal Information: Our philosophical principle, to respect all, informs our approach to privacy within the Ficino School community. Personal information is collected only for the intended lawful purpose: to support the delivery of high-quality education. Ficino School needs to collect certain personal information about you and your child, including your contact details, emergency details, health information and academic information relating to your child. In accordance with the School's obligations set out in the Privacy Act 2020, the School will use this information:

- to process an enrolment application for a position at Ficino School
- to provide educational services and the associated school activities
- to care for the physical, social and emotional wellbeing of students
- to maintain the safety of students
- to manage and administer School services
- to process and respond to enquiries or requests
- to contact individuals in the event of an emergency

The information will be available to staff at Ficino School and to members of the Board of Trustees. Please advise the School if you have any concerns about disclosure of any of the information within the School.

Ficino School is sometimes required by law to give information to government departments (e.g. Ministry of Education and Ministry of Health) or other organisations, but your information will not otherwise be disclosed without your consent.

You have the right to request access and/or correct information held by the School about you or your child. Please contact the School Office if any contact or other details need to be changed.

If you would like further information about how the School uses personal information, please contact the Privacy Officer via email to the School Office: office@ficino.school.co.nz

Decision on Enrolment:

Please tick the boxes to acknowledge you have read and accept the statements below:

- I/We acknowledge that enrolment at Ficino School is subject to availability of places within the prescribed allocation, and that the final decision on whether a student meets the enrolment criteria and is therefore able to be accepted as a student at Ficino School rests with the Principal.
- I/We acknowledge that the information provided in this application is true and correct. I/We understand that if it is found that information provided is false this enrolment will be voided.
- I/We acknowledge that we have fully disclosed all information regarding my/our child’s learning difficulties and his/her physical, behavioural and mental health.

Declaration by Parent/s:

I/We have read and completed this Application in full and agree to abide by the Conditions of Enrolment as outlined in this application as a prerequisite of the acceptance. I/We agree that my/our child (*insert full name*) _____ will be subject to the rules, policies and discipline procedures of the School. As parents/guardians we will support the School Values and will conform with the obligations incumbent on parents/guardians.

Mother/Guardian Name _____

Mother/Guardian (Please circle)

Signature _____

Date _____

Father/Guardian Name _____

Father/Guardian (Please circle)

Signature _____

Date _____

Received by: _____

Date: _____

Application checklist

Please ensure that this application is accompanied by:

- This Form, completed in full and signed by both parents/all guardians
- Application Fee \$100 (GST Incl.) payable via direct credit to:
Ficino School account 12-3048-0325211-00 or by EFTPOS at the school office.
- Passport style photograph (affixed to application form)
- Photocopy of the most recent School Report – if applicable
- Birth Certificate or a verified copy
- Certificate of Residency for students that were not born in New Zealand
- Immunisation Certificate

Please post your application to:

Ficino School
PO Box 8970
Symonds Street
Auckland 1150

For any enquiries please ph 64 9 623 3385 or e/m admin@ficino.school.nz