



admission information

REQUEST FOR PROSPECTUS

Upon receiving a request for a Prospectus we will send out a School Information Pack by mail that contains:

- a School Prospectus
- Prospectus attachments
- an Application for Admission Form
- current fees sheet

The main entry point for new students is at Year 1, and at other levels if a vacancy exists. The school aims to have intakes into Year 1 and New Entrants at the beginning of each term.

All prospective students are assessed on formalised criteria based on a classroom visit.

ON RECEIPT OF THE COMPLETED ADMISSION FORM

A completed Application for Admission form, along with the (non refundable) application fee of \$50 inc. GST, is required prior to attending an interview with the Principal. If appropriate please include copies of the last two school reports, as well as any references and certificates to support the application

Admission Forms may be submitted at any time of the year, but do not constitute a waiting list for the purpose of priority. The school makes every effort to assess each applicant fairly and in detail.

Families are invited to an interview and Classroom assessment. For entry into New Entrants, interviews would begin in the February prior to the year the child expects to start at school.

SCHOOL TOURS

Regular School Tours for prospective families are available each Term. During this time the group will have a brief presentation by the Principal introducing the School, a chance to be taken throughout the school and have a questions answered.

Please contact the School Secretary on (09) 623 3385 to reserve your place on a Ficino School Tour.

INTERVIEW WITH PRINCIPAL AND CLASSROOM VISIT

Upon arranging an interview with the Principal, you will receive a confirmation of the meeting time.

All prospective families are required to meet with the Principal before admissions are made. During this time, the child or children will get to spend some time with the appropriate class group and teacher.

ACCEPTANCE BOND

Students are accepted formally in writing. We endeavour to advise at the earliest opportunity whether the application has been successful or not. To accept the offer you will need to pay an acceptance bond as detailed on the accompanying fees sheet. The bond will be refunded in the term after your child leaves Ficino School, less any payments owing.

Please note:

- If you withdraw your child's name before commencing at Ficino School that fee will be forfeited.
- If you withdraw your child after entry to school without giving the required one term's notice in writing to the Principal, this bond will be forfeited.

FEES

Payment of Fees

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. Please see the accompanying current year's fees sheet for other payment options. Where fees become overdue, the Trust Board reserves the right to charge 1.5% penalty interest per month. Non-payment within a time specified by the Trust Board may result in the parents being requested to withdraw the pupil. The School reserves the right to exclude pupils where fees remain unpaid unless prior arrangements have been agreed with the Board.

Notice of Withdrawal from the School

One term's notice in writing to the Principal is required prior to withdrawal of pupils, failing which the acceptance bond will be forfeited.

