

How to enrol

Enrolment in a West Australian Public School is a two-step process. Parents first lodge an **Application for Enrolment (Part A)** with the school, along with proof of residence and other documentation. If the College is in a position to offer your child a placement, you will be provided with an **Enrolment Package, Student Enrolment Form (Part B) and Student Health Care Summary (Form 1)**. The enrolment is not formalised until this documentation has been processed.

Parents seeking to enrol their child at Byford SC need to complete an **Application for Enrolment (Part A)** and lodge it with supporting documentation. The College will advise parents of the outcome of their **Application for Enrolment** in writing as soon as possible. You can access all of the enrolment information you need by going to our website <https://byfordsc.wa.edu.au/>.

What is meant by “Local Intake Area”?

The Department of Education has designated Byford SC as a local intake school, due to population pressures. This means that to be guaranteed a place at Byford SC you must reside in the local intake area, which is a geographical boundary set around the College. If your usual place of residence is within that area, your children will be automatically accepted into the College.

You can view the local intake area for Byford SC at [Byford Secondary College Local Intake Map](#). Simply zoom or search the map to see if you are located within our boundary.

What is meant by proof of residence?

To assist the school to determine the student’s eligibility under local intake, the following documentation needs to be attached to the application for admission:

- Proof of ownership of the property by the parent/s where the student will reside. This may be a rates notice from the local council; or
- Where the family is in a rental property, a copy of the rental agreement (minimum 12 months).

Applicants should provide further pieces of evidence to confirm their residential address. These may include:

- Power – connection or account; or
- Gas – connection or account; or
- Telephone account.

Application for Enrolment

Parents are required to apply by the closing date in the year prior to attending. This assists the College with planning. Applications may still be made after the closing date and will be considered on a case by case basis, in accordance with the Department of Education’s *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

What is the purpose of the Form A?

The purpose of the Form A is to establish:

1. The **identity and needs** of the student for whom enrolment is being sought;
2. The **eligibility** of the student to enrol in a Western Australian public school; and
3. The **residential status** of the student and hence their eligibility under local intake restrictions to enrol at Byford Secondary College.

Places can only be guaranteed for those students who meet all of these parameters.

Proof of Australian Residency needs to be submitted with the Form A

Students born in Australia:

- A copy of the student's Birth Certificate if born in Australia.

Students born overseas:

- Passports of the parents and the student if born overseas;
- A copy of the student's Birth Certificate;
- Current visa subclass and previous visa subclass (if applicable); or
- If the child is a temporary visa holder or if the student holds a bridging visa - evidence of the visa for which the student has applied.

Note: Parents are required to notify the school of any changes to a student's Citizenship, i.e. current Visa Sub Class when changing from Temporary Resident to Permanent Resident or where a student becomes an Australian Citizen. A copy of this documentation is required for our records.

How do I submit my Application for Enrolment?

Completed Form A's must be submitted in **hard-copy** form to the College reception or **posted** to:

Attn: Enrolments Officer

Byford Secondary College
57 Abernethy Road, WA 6122

Please note that the *Application for Enrolment (Part A)* will not be considered unless all required documentation has been provided.

What special programs does the school offer?

Byford Secondary College has specialised programs available which interested students can apply. The ***Special Programs Application Form*** is included with this package.

Our available programs are:

- Instrumental Music Program (IMMS) <http://det.wa.edu.au/imss/detcms/portal/>;
- Aspire Academic Enrichment Program;
- Netball Sport Science Program; and
- AFL Sport Science Program

Confidentiality

The information provided in this application will be stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality. All information provided on this form will be treated confidentially.

S242 of the School Education Act 1999 precludes this information from being used for any purpose other than:

- to determine whether your application for enrolment can be accepted;
- to assist the school with addressing any needs for your child if enrolment is accepted; and
- to comply with legal requirements or ministerial directions.

Need further information?

Please contact our friendly Administration Team at the College.

In Person: 57 Abernethy Road, Byford WA 6122 | 8.15am to 3.45pm | Monday to Friday

Phone: (08) 9550 6100

Email: Byford.SC.Enrolments@education.wa.edu.au

Website: <https://byfordsc.wa.edu.au/>