

Dear Parent/Carer

Thank you for your choosing to enrol your child at Byford Secondary College.

Our motto 'Aspire to Excellence' articulates our vision. We are a school of choice for our local community, and we are dedicated to working together to provide effective learning experiences where we all grow, and students are prepared for a successful life beyond school. Our program ultimately leads to achievement of a Western Australian Certificate of Education (WACE) on completion of Year 12, and develops your child's academic, social, and emotional skills so that they prosper in the future.




Our College is a contemporary facility offering those who attend the latest in educational design and infrastructure to maximise student learning and engagement. We believe that every young person has unique experiences, learning styles and goals which we accommodate to support individual success. We provide a broad range of opportunities with pathways leading to attainment of an Australian Tertiary Admission Rank (ATAR), Vocational Education and Training (VET) qualifications and/or future employment. Each student's pathway is tailored to the individual's post-school aspirations.

These programs are delivered in new modern design and technology workshops, science laboratories, integrated education support facilities and other state-of-the-art purpose built learning areas across the campus.

The Western Australian Department of Education has gazetted a Local Intake Area (LIA) for our College. This LIA sets out where families must reside in order for a child to always be accepted at our College. Should you wish to view our designated LIA, you can access this information at <http://www.det.wa.edu.au/schoolsonline/home.do>.

Enrolment into the College is a two-step process. Firstly you need to complete the *Application to Enrol Form (Part A)* which has been included with this letter. This form can also be collected from our College or accessed on our College website at www.byfordsc.wa.edu.au. Secondly if an enrolment application is accepted, you will be provided with *Enrolment Form (Part B)*. Both steps must be completed with all requested supporting documents submitted in order to finalise your child's enrolment at our College. Part A should be completed by the end of Term 2 and Part B by the end of Term 3 to ensure smooth transition into our College for the start of 2024.

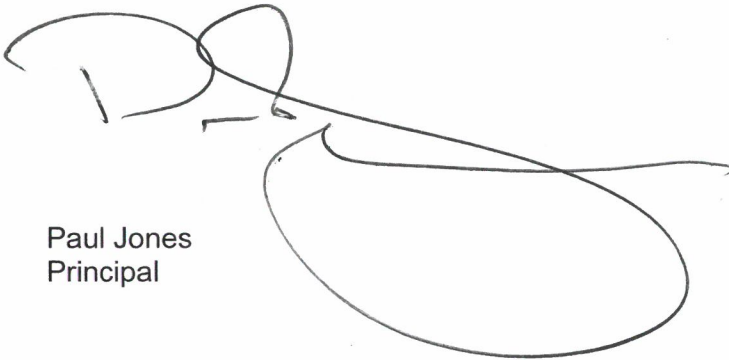
Byford Secondary College often communicates with our families through a range of digital means. It is therefore important that you have a current email address which we will ask for during the enrolment process. I encourage you to access our website at www.byfordsc.wa.edu.au for further information.

 57 Abernethy Road, Byford WA 6122 | www.byfordsc.wa.edu.au
 Administration: (08) 9526 7700 | Absentees: (08) 9526 7738
 Byford.SC@education.wa.edu.au | Byford.SC.Absentees@education.wa.edu.au

Should you have further questions regarding the enrolment process, or any aspect of our College, please do not hesitate to contact us on (08) 9526 7704 or via email at byford.sc.enrolments@education.wa.edu.au.

I thank you for choosing our College and we look forward to working in partnership with you in the education of your young person.

Yours sincerely



Paul Jones
Principal

How to enrol

Enrolment in a West Australian Public School is a two or three-step process. Parents first lodge an **Application for Enrolment (Part A)** with the school, together with proof of residence in the Local Intake Area (2 pieces) and other requested documentation. If our College is in a position to offer your child a placement, you will be provided with an **Enrolment Form (Part B)** and **Student Health Care Summary (Form 1)**. The enrolment is not formalised until this documentation has been processed. An interview with family may be required.

Parents seeking to enrol their child at Byford Secondary College (Byford SC) need to complete a hard copy or online **Application for Enrolment (Part A)** and lodge it with supporting documentation – see list on back of Part A. The College will advise parents of the outcome of their application in writing as soon as possible. You can access enrolment information and fillable forms by going to our website <https://byfordsc.wa.edu.au/>.

What is meant by “Local Intake Area” (LIA)?

The Department of Education has designated Byford SC as a local intake school, due to population and resource 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 be eligible for enrolment at Byford SC you need to reside within the Local Intake Area (LIA) and provide us with proof of your residence. The following documents are required as proof:

One of the following:

- Current rates notice from the local council; or
- Current lease agreement with a minimum of 3 months remaining; or
- Where the family is building in our LIA, evidence of the construction stage.

PLUS one of the following:

- Current driver’s licence; or
- Latest utility bill or connection (gas, power, water or landline phone); or
- Recent Centrelink letter.

Application for Enrolment

Whenever possible parents are required to apply by the closing date in the year prior to attending – first Friday of Term 3. This assists the College with planning, eg. staff employment. 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 at least one parent was born in Australia; or
- A copy of the student's Birth Certificate and Citizenship if both parents were born overseas.

Students born overseas:

- A copy of the student's Birth Certificate
- Passports of the parents
- Current visa subclass and previous visa subclass (if applicable); 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 online forms, or clear scans/photos of all documents, can be submitted to the enrolments email (below). Hard copies can be submitted to the College office or mailbox, 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 SC has specialised programs available for 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;
- AFL Sport Science Program; and
- Advanced Arts Program (Year 7s only)

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; and
- 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 Enrolments Team at the College.

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

Phone: (08) 9526 7704

Email: byford.sc.enrolments@education.wa.edu.au

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

Application for Enrolment - Part A

You must complete a separate enrolment application for each student.

Submitting an application for enrolment does not guarantee you will receive a place at the school. The school will notify you in writing of the outcome of your application. If you are unable to complete this application form, please contact the school for help. For more information please visit the Department of Education [website](#).

PERSONAL DETAILS (Please complete all details below)

Child's surname				Legal surname <small>(if different)</small>			
Given names							
Date of birth <small>(dd/mm/yy)</small>	/	/		Gender	Male	Female	Non-binary
Parent Surname				Relationship to Student			
Parent First Name				Title	Mr	Mrs	Ms Other
Residential Address <small>(must be completed)</small>							Postcode
Telephone (Home)				Telephone (Work) <small>(If convenient)</small>			
Mobile Phone No.				Email			
Year Level enrolling in				Start date: Beginning of following school year	YES	NO	
If no, indicate start date	/	/					
If applicable, year level your child is currently enrolled in (e.g. Year 6)							
If applicable, name of school at which your child is currently or was last enrolled							
Are there any Family Court Orders regarding the day to day or long term care, welfare and development of your child?							
YES	NO						
Is the child subject to access restrictions?							
YES	NO						
Does your child have an Australian Immunisation Register (AIR) Immunisation History Statement							
YES	NO						
If your application is accepted, you will be asked to provide an Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old.							
Are you applying to enrol your child in a specialist program at this school?				YES	NO		
Name of specialist program							
Will there be any brothers or sisters attending this school?				YES	NO		
Name/s and year levels							
Has your child even been suspended or excluded from school?				YES	NO		
If yes, name of school							

PERSONAL DETAILS (Continued)

Is your child a permanent resident of Australia?

YES

NO

If no, please indicate:

Date entered Australia if born overseas. / /

Visa Sub Class No.

Visa expiry date / /

Does your child have health or medical condition, disability or additional needs?

YES

NO

This information will assist the school principal in planning to provide the best educational program for your child. Please provide details:

DECLARATION

The information and statements provided in this application for enrolment are true and accurate.

Signature

Date

/ /

If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct.

Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

DOCUMENTS TO BE PROVIDED

The school will advise you of any additional documentation required.

Checklist: Check the box to indicate documents you have provided to support this application.

1. Birth Certificate or extract or other identity documents
2. Proof of address x 2 (1x from a. and 1x from b.)
 - a. Current rates notice OR rental agreement OR Evidence of construction stage
 - b. Current Drivers license OR utility bill OR Centrelink letter
3. Copies of Family Court or any other court orders including access restrictions (if applicable)
4. Information relating to suspensions
5. Information relating to health or medical condition, disability or additional needs (if applicable)
6. If your child is not a permanent resident of Australia, you must provide evidence of current visa subclass and previous visa subclass (if applicable, such as if current visa is a bridging visa). Please also provide passports.

Please provide any other relevant information.

OFFICE USE ONLY

Principal's approval

Application for Enrolment approved

YES

NO

Name

Signature of principal/delegate

Date

/ /

Bring Your Own Device Requirements

Students will need to have a device in their possession each school day in order to maximise participation in the learning opportunities and activities presented in their classroom.

Apple and windows devices should be used within the school.

- **Android** devices and **iPad Mini** are **not supported**.
- Chromebooks are **not supported**.
- Second-hand and reconditioned Apple/Windows devices are acceptable.
- A drop proof case & care protection/warranty are *recommended*.
- Minimum storage of 64GB. If your child is enrolling in media type classes, consider getting a larger capacity device to store recorded video.

While you may source your device from anywhere, the College has partnered with two companies that provide discounted or special rates on devices.

1. JB Hi-Fi to offer a range of suitable products *at education specific prices*. *If you wish to purchase through this program, please go to our website www.byfordsc.wa.edu.au, Enrol tab and open BYOD program.*
2. Compnow offers specially priced bundles for your child's learning and ICT needs. Head to <https://shop.compnow.com.au/school/byford-sc> to see their payment options and bundles.
 - a. There is also the option to spread the cost of your purchase into smaller payments with Edstart.
 - b. You can choose to pay weekly, fortnightly or monthly
 - c. Spread your cost for up to 36 months
 - d. No interest charges
 - e. \$6 monthly account-keeping fee while your balance is above zero
 - f. No lock-in contract – adjust or cancel at any time with no charges

The College makes every effort to protect students from inappropriate websites, and we recommend that safe internet practices are followed outside of the College as well. Running services such as VPNs to evade restrictions will result in the device being banned from our network. Please see our IT policy at <http://byfordsc.wa.edu.au/policies>

Private insurance of your student's device is strongly recommended as the college is not liable for any damage to personal items.

Official BYOD Partner



Byford Secondary College

has negotiated special education pricing for a BYOD portal program from Compnow.



[shop.compnow.com.au/
school/byford-sc](https://shop.compnow.com.au/school/byford-sc)



Warranty and protection options

Compnow can provide suitable extended warranty and accidental loss or damage options for you.



Flexible payment options

Pay directly via credit card, direct deposit (EFT) or EdStart payment plan.



Personalised FAQ section

The portal has a personalised FAQ section specific to your school.



Live chat support

Let our portal experts help you with any queries regarding customised BYOD*.



Painless checkout

Order products with one click, select your payment options & we'll deliver to your preferred location.



Open 24/7

Your school's portal is available whenever you need it, 24 hours a day, 7 days a week.

Contact us

1300 COMPNOW
sales@compnow.com.au

*Monday – Friday, 9:00am – 5:30pm AWST

SPECIAL PROGRAMS

Special programs are now open to current Year Six students who will be joining the Byford Secondary College community in 2024. You are invited to apply for one or more of our special programs outlined below. Your child may need to choose only one option if there are timetable conflicts. We anticipate that the Advanced Arts Program will be conducted on an afternoon after school hours. This is to be advised.

Aspire Academic Excellence Program

The **Aspire Program** offers students achieving at a very high level in their school reports academic extension opportunities across the Humanities, English, Mathematics and Science curriculum areas. Operating as distinct class groups in Years 7-10 for students, the Aspire program provides enriched learning experiences that are tailored to develop and advance students' knowledge, understanding and skills in a dynamic, challenging and supportive classroom environment.

Aspire students are provided with specialist learning opportunities designed to advance their academic achievement, including participation in competitions and engagement with subject-specific learning incursions and excursions. Members of the Aspire program also benefit from invitations to attend workshops to further the development of their study skills, time management and organisation, with an emphasis on building social, emotional, physical and academic resilience.

All year 6 students will be tested in their own Primary School class. The highest achieving students will be invited to join the program. These offers will be completed in Term 4. If they are unable to participate on the test day or are from a school not in our local area, arrangements can be made for a 50 minute computerised test, to be facilitated by their class teacher. Further details are on the application form.

Sports Science Programs

Our **Netball and AFL Sport Science Program** has been established to allow students to develop a deeper understanding of the practical and theoretical elements of their sport in a fun and competitive environment. Students who are selected for the program will participate in practical sessions per week with Teachers.

Students who are selected to participate in the program build their fundamental skills and understanding of the game through a high level of match play that leads to participation in inter-school carnivals and specialist school exhibition games. They will also study fitness testing, video analysis of their game play, nutrition for sport, functional anatomy, sport psychology, peer coaching, exercise physiology, injury prevention and basic first aid in relation to the game.

Netball students have the opportunity to go on excursions to watch the West Coast Fever play; coach local primary school students; trial for interschool tournaments such as High School Cup and lightning carnivals, plus go on a camp to Busselton during their final year in the program.

Instrumental Music School Services (IMSS)

IMMS provides the opportunity for students to learn an instrument here at Byford Secondary College. Students that are a part of the program will receive a weekly lesson on their instrument at no cost other than the price of purchasing their instrument. In addition to weekly small group instrumental lessons, students have the opportunity to participate in classroom music and other music enrichment activities such as concerts and events.

Our program allows for students who are already learning an instrument in the IMSS program at primary school to continue with Instrumental Music School Services at College. These students who are already enrolled in the IMSS program at Primary School are not required to complete the aptitude/audition and continue their lessons. In this case please choose: *I am already enrolled in the IMMS program at Primary School* in the application form.

We also offer the opportunity to beginner students interested in learning an instrument and they can apply to commence in Year 7. If you are a new student, please select: *I am new to music, I would like to audition for a position*. Students who are selected into the program are expected to continue their instrument at least the end of Year 10 and will be required to undertake class music every year as one of their subjects. In Year 7 and 8 this will replace other Arts subjects and in Year 9 and 10 it will take the place of an elective.



Advanced Arts Program

The **Advanced Arts Program** is an exciting opportunity for students who are passionate about The Arts to work with like-minded students. If selected, you will be placed into a specific Advanced Arts class for your Arts electives throughout Year 7. As with all other students, you will try Dance, Drama, Visual Art and Media Arts. It is expected that you will select the class as your Arts class elective in Year 8 and beyond.

Reasons for applying include:

- Working with other passionate Arts students
- Being taught by specialist teachers
- Working towards entering competitions, large projects and showcases
- Developing invaluable collaborative, personal creativeness and problem-solving skills.

Please note: If you are an **Instrumental Music Student**, you are not eligible for this program, as you will already be in a specialist music program.

Application:

- Submit a **maximum 200 word personal statement** of your passion for The Arts. This can be typed or hand-written. What is it that inspires you? What areas of The Arts are you most interested in and why?
- Submit **one copy of a piece of work** that demonstrates your interest and/or creativity in your favourite Arts area. Some examples are:
 - ✓ Dance – A short video of your performance
 - ✓ Drama – A short video of your performance or your script
 - ✓ Music – A short video of your performance, singing or playing an instrument
 - ✓ Media Arts – A short video you have shot and edited or a comic you have made
 - ✓ Visual Arts – A drawing/painting, or a picture of your sculpture

The **Special Programs Application Form** is included with this package. Please submit your application to Byford Secondary College via email to byford.sc.enrolments@education.wa.edu.au

Applications close: [Friday 21st July 2023](#)

STUDENT DETAILS					
Name:	School Year in 2024:				
Current Primary School:					
PARENT / GUARDIAN DETAILS					
Name:					
Phone Number:					
Email Address:					
SPECIAL PROGRAMS					
Special Programs:	<p>Please TICK the relevant box to indicate the program/s you are applying for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Netball Sport Science Program <input type="checkbox"/> AFL Sport Science Program <input type="checkbox"/> Aspire - Academic Excellence Program <input type="checkbox"/> Instrumental Music School Service (IMMS) <input type="checkbox"/> Advanced Arts Program <p>Note: Students are eligible to apply for more than one program, but due to timetabling conflicts they may need to choose only one option.</p>				
SPORTS PROGRAM					
Application Requirements:	<ol style="list-style-type: none"> 1. Club details 2. Personal Statement: Your passion, pursuit of excellence in sport. 3. Physical Trial (Proposed for Mon 14th Aug 2023, 2-3:30pm at BSC) 				
Sporting Club:	<table border="1"> <tr> <td>Name of Club:</td> <td rowspan="3">Year 6 Teacher's Name and Contact Details:</td> </tr> <tr> <td>Coach's Contact Details:</td> </tr> <tr> <td>Number of Years Played:</td> </tr> </table>	Name of Club:	Year 6 Teacher's Name and Contact Details:	Coach's Contact Details:	Number of Years Played:
Name of Club:	Year 6 Teacher's Name and Contact Details:				
Coach's Contact Details:					
Number of Years Played:					
Personal Statement:					
Further Information:	<p>Netball enquires are to be directed to: Sarah Lynch: sarah.lynch@education.wa.edu.au</p> <p>AFL enquires are to be directed to: Kyle Smith: kyle.smith2@education.wa.edu.au</p>				

ASPIRE APPLICANTS

Application for this program is no longer needed. All students in our intake area will be routinely tested at their Primary School to compete for a position in our ASPIRE Program. An offer will be made to your family via email in Term 4.

If your child is out of our feeder Primary School area or they are unwell on the day, an arrangement can be easily made with their class teacher to sit the 50 minute electronic test in class. Please provide the Teacher's correct email contact detail to Mr Luke Desmond: luke.desmond@education.wa.edu.au.

INSTRUMENTAL MUSIC APPLICANTS

Application Requirements:	<ol style="list-style-type: none"> 1. Instrument and Tuition details 2. Musical Aptitude Test / Audition (Week 5, Term 3 - To be advised)
Level of Experience:	<p>Please TICK the relevant box to indicate your level of experience:</p> <p><input type="checkbox"/> I am already enrolled in the IMSS program at my Primary School.</p> <p><input type="checkbox"/> I am new to music, I would like to audition for a position.</p> <p><input type="checkbox"/> I am taking private music lessons, I would like to audition for a position.</p> <p>Note: <i>Students who are already enrolled in the Instrumental Music School Services (IMSS) program in Primary school are not required to complete the aptitude test / audition. In this case please tick the first option above.</i></p>
Instrument Under Tuition:	
Name of Instrumental Tutor:	
Further Information:	<p>Music enquires are to be directed to: Jake Bignell: jake.bignell@education.wa.edu.au</p>

ADVANCED ARTS PROGRAM

Application Requirements:	<ol style="list-style-type: none"> 1. Personal statement (max 200 words): your passion, inspiration and participation in the Arts 2. Submit ONE piece of WORK demonstrating your interest/creativity in any of the fields e.g. photo of a sculpture, video of your performance, or a painting.
Personal Statement:	
Further Information:	<p>See our website - "Special Programs" description. Advanced Arts enquiries are to be directed to: Craig Miles: craig.miles@education.wa.edu.au</p>

Please submit your application to Byford Secondary College via email to the Enrolments Officers
byford.sc.enrolments@education.wa.edu.au

Applications Close: Friday 21st July 2023