

### 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](mailto:byford.sc.enrolments@education.wa.edu.au)  
**Website:** <https://byfordsc.wa.edu.au/>