BYFORD
SECONDARY COLLEGE

Dear Parent/Carer

Thank you for 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 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 for Enrolment (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 2026.

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.

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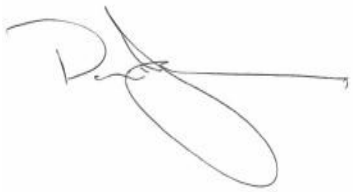
Should you have further questions regarding the enrolment process, or any aspect of our College, please do not hesitate to contact us on (08) 9526 7704 or via email at byford.sc.enrolments@education.wa.edu.au.

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

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

Applying for Enrolment

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 7 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/

BYFORD SECONDARY COLLEGE

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** (if different)

Given names

Date of birth (dd/mm/yy) / / | **Gender** ◯ Male ◯ Female ◯ Non-binary

Parent Surname | **Relationship to Student**

Parent First Name | **Title** ◯ Mr ◯ Mrs ◯ Ms Other

Residential Address (must be completed)

Postcode

Telephone (Home) | **Telephone (Work)** (If convenient)

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 ever 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** / /

Additional Comments

Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Collection notice for enrolment

Purpose of collection

We, the Department of Education Western Australia (WA), collect your child's information to manage student enrolments in public schools. The information supports your child's school and contributes to an Australian education system which is fair for all students. This is done under the *School Education Act 1999* and the School Education Regulations 2000.

Note: In this document, 'parent' and 'you' include a child's parent or carer, the adult responsible for a child's day to day care, or a person enrolling on their own behalf.

Information collected for enrolment

When you enrol your child in a public school, you'll need to provide the following personal details and documents:

Child information

- Full name, date of birth, and gender
- Residential address and family living arrangements
- Whether the child identifies as Aboriginal or Torres Strait Islander
- Language background and languages spoken at home
- Current immunisation status
- Previous schools attended and educational history
- Learning, behavioural or other personal needs
- Health and medical conditions (including Form 1: Student health care summary)
- Australian citizenship or visa details

Parent information

- Name and relationship to your child
- Residential address and contact details
- Languages spoken at home
- Level of education, qualifications and occupation

Additional information

- Name and contact details of people the school can contact in an emergency
- Court or care orders or parenting plans, if applicable

CC BY Exclusions may apply

Why this information is collected for enrolment

Your information is used to:

- assess and manage enrolment applications
- confirm student identity
- communicate with students and families
- support student learning, health and wellbeing, behaviour and safety
- enable students to take part in state, national and international assessments and reporting, including the
  - NAPLAN in Years 3, 5, 7 and 9
  - Pre-primary Australian Early Development Census (AEDC)
  - secondary Online Literacy and Numeracy Assessment (OLNA)
  - Nationally Consistent Collection of Data (NCCD) on school students with disability
  - any other mandated assessments and reporting
- manage student identifiers like the WA Student Number (WASN) and SmartRider cards
- inform educational policy, planning, strategy, and research
- provide support, services, programs and funding to meet your child's needs.

If we do not collect this personal information, it may put a student at risk and make it harder to provide the right education plans and support. It may also mean we cannot meet our legal responsibilities.

How we use and share enrolment information

We only use and share your child's enrolment information for the purpose it is collected and when the law allows or requires it.

We may share your child's enrolment information with:

- another WA public school when your child changes schools, such as when:
  - your child transfers from Year 6 to Year 7
  - they participate in a school-arranged alternative education program
- their new non-government school or interstate school, if you provide permission
- government agencies for health, welfare and/or legal compliance, and child protection laws.

The personal information we collect is stored locally, within Australia, in our Student Information System and follows our Information and Communication Technologies policies.

Personal information is collected, managed, and disposed of following our Records Management policy and the *State Records Act 2000*.

Your rights – access and correcting enrolment information

You can contact your child's school if you:

- want to see or update the enrolment information you provided
- have concerns about how your child's enrolment information is being used or stored.

Updates to personal information provided throughout a student's schooling are considered part of a student enrolment record.

More information

To learn more about how we protect your information, visit our website's page about Privacy.

Exclusions may apply

SPECIAL PROGRAMS

BYFORD SECONDARY COLLEGE

The Aspire program

Byford SC offers students advanced learning opportunities in Humanities, English, Science and Mathematics, along with workshops and competitions to enhance study skills, time management, and overall resilience. For more information on this program, please scan the QR code.

Instrumental Music School Services (IMSS)

Byford SC offers free weekly instrumental lessons through the IMSS program, along with opportunities to join concerts and events. All IMSS students also study classroom music as their Arts elective. Current Year 6 IMSS students must re-apply via the QR code, and new applications are also welcome.

Advanced Arts Program

Byford SC offers an extracurricular course for passionate Year 7 and 8 Arts students who want to collaborate on large-scale projects. Students may focus on Visual (Media and Visual Art) or Performing Arts (Dance, Drama, Music) but should be open to engaging in all areas. Participation and teamwork are expected and sessions run before or after school. Current Year 6 students can apply via the QR code for next year, and we welcome new Year 7 applications as well.

Netball Sport Science Program

Our Netball Sport Science Program offers selected students twice-weekly training with a highly skilled PE teacher, plus opportunities to watch the West Coast Fever, coach younger teams, and compete in major tournaments like the High School Cup. The program concludes with a team-building camp in Busselton. Students enrolled in the program will continue their participation through to Year 10. In Years 7 and 8, the program is integrated into Health and Physical Education classes, while in Year 9, it becomes available as an elective subject.

AFL Sport Science Program

Our AFL Sport Science Program prepares students for success in interschool events through twice-weekly training with a highly skilled PE teacher. Highlights include pro game excursions, coaching local primary teams, tournament trials, and a final-year Busselton camp. Students enrolled in the program will continue their participation through to Year 10. In Years 7 and 8, the program is integrated into Health and Physical Education classes, while in Year 9, it becomes available as an elective subject.

Bring Your Own Device

Requirements

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

Apple and windows devices should be used within the school.

- Android tablets or laptops / iPad Mini / Chromebooks- Google chrome OS laptops are not supported.
- Second-hand and reconditioned Apple/Windows devices with current operating systems 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 three companies that provide discounted or special rates on devices.

1. JB Hi-Fi :

   If you wish to purchase through JB HIFI, please use this link to access education prices https://byod.jbhifi.education/ our school code is Byfordsc2026.

2. NEXT Technologies

   For Dell BYOD Windows 11 Laptop purchasing portal, please use this link to access education prices https://byfordsc.byod.shop/home

3. Winthrop Australia

   For BYOD, Winthrop will service with School based collect and return – Winthrop Australia is an Authorised Apple Service Provider.
   For Apple MacBook, Apple iPad and Windows 11 Laptop BYOD education prices,
   https://sales.winaust.com.au/shop/byford-sc

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 devices.