

Bethany School Admissions Procedure

(February 2026)

Bethany School has an **open** admissions policy which means that we do not select our pupils with reference to faith, ability, aptitude or on the ability of the family to fully fund a place at Bethany School. This policy is designed to help discern the best way forward for your family as you consider applying for a place at Bethany School. It describes the admissions procedure which includes

1. First Contact
2. Information Pack
3. Visit to School
4. Complete Application Form
5. Admissions visit to family
6. Approval at Governors' meeting
7. Offer/Acceptance of place.

First Contact

Usually people first hear about the school or get information about it in one of the following ways:

- Word of mouth
- Publicity
- League tables
- Web-site/Social Media
- Christian Schools' Trust
- Telephone call requesting information

If people contact the school, some information regarding the nature of the enquiry (e.g. year group required, availability of places, reasons for enquiry) can be given/obtained. This information will not prejudice the application.

Families are required to contact the admissions secretary to make a formal inquiry by emailing admissions@bethanyschoolsheffield.org.

Admissions are processed by order of receipt in cases where multiple applications are received for one space.

It should also be noted that places are offered to **whole families** (unless there are exceptional circumstances) and so any application should be for all siblings of school age and pre-school.

Our policy is not to take students directly into Year 10 or Year 11, and applications into Year 9 would only be accepted in exceptional circumstances.

Information Pack

Interested families should be directed towards the Information Pack found on the Admissions page of the school website. This gives a brief outline about the areas listed below:

- It's beginnings
- How the school is managed
- Christian education
- The Aims and Purposes of Bethany School.
- Curriculum Model
- School Organisation
- Daily Routine
- Staffing and Parental Involvement
- Admission Procedure
- The Financial Commitment
- The Future
- Further Information

The next step involves the family requesting a visit to the school. Regular Tours take place and can be arranged via the admissions secretary by emailing admissions@bethanyschoolsheffield.org. It is strongly recommended that both parents (where applicable) will have visited the school before an Admission Visit takes place.

Visit to School

The School visit is usually conducted by the Head Teacher (or Deputy Head teacher) and involves a tour of the building. The purpose of the school visit is to highlight the strengths of the school, expand on material contained in the Information Pack and to inform families about the distinctive features of Bethany School. In each part of the tour different elements of work in the school are explained.

The notes below indicate what is likely to be discussed during the tour:

- The nature and ethos of Bethany - a Christian Family School
- God's provision for the school
- Topic based curriculum - based around 9 topic themes, not National Curriculum (no SATs).
- Christian Curriculum developed by the school.
- Class sizes, year groups, class teachers, specialist subjects, facilities, extra-curricular clubs etc.
- Parental involvement, including - Family Afternoon, Parents' meetings, School Camp, Volunteering etc.
- GCSE subject options and exam success.
- School routines, behavioural expectations (school norms), break-time, school day and week.
- Special Educational Needs provision and our limitations
- Daily worship
- Parental commitment

It should be reiterated that we offer places to **whole families** and if an application is made then any siblings should be included in the application. There may be special circumstances which would prevent this (e.g. older children or siblings with significant special educational needs) and such information should be exchanged.

Further information may be gained about the nature of the enquiry but this should not prevent an application for a place being made. However, if there are potential issues, it may be necessary to comment on the likelihood of a place being offered. Bethany School will try to provide as much information as possible so that parents can feel fully informed before making the decision to apply for a place. Parents must be transparent about their reasons for applying to Bethany school and answer all questions on the application form fully. Failure to do so may prejudice the application.

At the end of the visit school application forms will be offered and the family is encouraged to review the following documents, which contain information about the areas listed below:

- Encouraging Commitment Document
 - Commitment to our children
 - Commitment to Bethany School
 - Commitment to a Vision for Christian Education
 - Opportunities for Commitment
- Specimen Annual Commitments Form (including our Statement of Faith)
- Organisation of the School Day document

Parents are also referred to the Bethany School Website www.bethanyschoolsheffield.org for further information, (for example to see the full "Admissions Procedure"). Parents with children who have known Special Educational Needs or Disabilities should also review the SEND Policy.

Application Form (See Appendix 1)

Parents are encouraged to contact the school for clarification or further explanation of issues arising from the visit before an application form is filled in.

The application form should be returned to Bethany School using admissions@bethanyschoolsheffield.org

When an application form is received, it is filed in date order by the Admissions Secretary. The family is contacted, and a Governor is arranged to attend the Admission visit. The parents will be visited at home by one Governor **and** the Admissions Secretary or two Governors, or may be seen at school.

Admission Visit to Family (See Appendix 2)

Admission visits will be arranged by the Admissions Secretary, timing of the visit will take into account the age of the child and how quickly they are hoping to start at the school.

The purpose of the Admission visit is to give further, more detailed information about aspects of the school and to obtain information, which will enable the offer of a place to be made. We have an 'Open Admissions Policy' which means we do not select our pupils with reference to faith, ability, aptitude or on the ability of the family to fund a place at Bethany School.

It may be that during the exchange of information concerns may arise and the family will withdraw or defer their application for a place in Bethany School. It may become clear that it is not possible for the school to supply appropriate provision for the child or that the parents are unable to fully commit themselves to the support of and involvement with aims, nature and style of the school. It should be made clear that an offer may not be made (even if a place is available) if these issues become apparent or if the balance of the existing class would be significantly disrupted by the introduction of an additional pupil.

In order to assist with a smooth transition into Bethany School, staff members will contact the child's current school or pre-school before the place offer is confirmed. This may be before or after the Admissions Visit, once consent is gained. If educational needs are identified and the school is unable to meet these needs (eg EHCP stipulations or Level 4 Threshold of need), this will mean that the offer of a place will be withdrawn (Please refer to the SEND policy for details)

Information Parents should obtain from Governors:

- A brief history of the school
- Some details about how the school is financed.
- Our expectations regarding parental commitment to the school
- What the school can and cannot offer
- Special events – Family Afternoons, Camp, School Fairs,

Information Governors should obtain from parents:

- Reason for application – expand on information given on application form
- Ask if there are any questions raised or problems posed by the information given out at the school visit, e.g. travelling, Family Afternoon, Parental Involvement, Camp, School Norms, Meetings, Christian Education and supporting our ethos.
- Any known or suspected behavioural problem, developmental concerns, health needs or special educational needs
- Follow up on answers given in the application form with regards to involvement with outside agencies
- Any family circumstances such as parental access arrangements, in the case of separation, do both parents agree with the application?
- Christian testimony, church background, and financial information may be discussed, however as we do not select pupils based on these issues and information gathered will not prejudice the application.
- Consent to liaise with the child's current or former school/nursery if not already obtained

Information School staff should obtain from previous school

- Information about the child's current academic levels
- Information to assist with school transition such as likes, dislikes and character
- Any involvement with the school or external SEND System

The information gathered will be reported back to the Governors' Meeting for discussion and in order for the place to be offered.

The Offer

If agreed, the Governors will make an offer of a place including a starting date. The Admissions Secretary will inform the family and class teacher of the offer. The teacher's representative will report back to the next staff meeting any admissions decisions made at the Governors' Meeting.

The class teacher may need to contact the family giving information relating to materials, equipment and routines.

The Admissions Secretary will maintain annual contact if the offer is for a child below school age. The family will be invited to school events via the mailing list and asked to inform the School of any change in circumstances.

Welcome information will be provided prior to the child starting school including

- Commitments Form
- Family Afternoon Programme
- Friends Of Bethany School Application Form
- Family Afternoon programme
- Pupil Personal Details Form
- Year Planner

Admission Dates

Reception Class - September of the school year in which the child becomes 5. Parents or the school may feel that a part time or staged entry may be more appropriate. This is not usually recommended by Bethany school, however parents could discuss this with the Reception Class teacher.

Admission to all other classes would usually be at the start of each term, but can be negotiated.

Our policy is not to take students directly into Year 10 or Year 11, and applications into Year 9 would only be accepted in exceptional circumstances.

Place Availability

- Bethany School has 8 places available in each school year group. Some years may be expanded at the discretion of the Governors in extenuating circumstances, and where other year groups allow sufficient space.
- Each year, in the 'Unborn/Just born' cohort two places are reserved (until February of each school year) for siblings of existing Bethany School families.
- The places in each pre-school year are offered on a 'first-come, first served' basis.
- When the 8th place has been allocated additional places will be offered on a waiting list.
- School age children can be offered places subject to availability.
- Wherever possible, we will accommodate, and give priority to, siblings of existing Bethany School families, enlarging class sizes if necessary.

Removing a pupil from Bethany School

We hope that pupils starting Bethany School will remain with us until the end of year 11 (GCSE's) however we understand that from time to time families make the decision to leave Bethany School and that this can be entirely appropriate for that family. We will be supportive of families who have thoughtfully come to this position.

Families considering leaving Bethany School should:

- Involve the school early in the decision making process by consulting with the Head Teacher. Bethany School would hope to be able to resolve any problems at this stage.
- Let us know in the first instance if you begin to look for another school - and discuss your reasons.
- Consider becoming a Friend of Bethany School.

When a final decision has been made we will work hard to make the transition a smooth, pleasant and positive experience for the family and Bethany School.

It may be necessary for the Governors to withdraw a family's place at Bethany School. This may take place in circumstances where the family has consistently been unable to meet the commitments of attending Bethany school, i.e. personally attending family afternoon and school meetings, a breakdown of pupil behaviour where permanent exclusion may be required, other serious incidents contravening the school code of conduct for volunteers or irreparable relationship breakdown between parents and school staff.

In addition, if a child's special educational need is assessed at Level 4 on the Sheffield Support Grid, or they have additional needs which are not able to be met by the school due to space or staffing limitations, parents would be required to provide additional support to meet this need. If this is not possible, the family would be supported to find alternative schooling for their child.

It should be noted that in line with our 'whole family policy' parents wishing to withdraw one child from the school will be required to withdraw other siblings. The only exception would be when we are unable to meet the needs of a particular child.

Policy approved by Governors: March 2026

Policy due for review: 2029

**CHRISTIAN FAMILY SCHOOLS LTD
APPLICATION TO ENROL A CHILD IN BETHANY SCHOOL**

Child's Details

First Name(s):

Surname:

Date of Birth:

Current school year (if applicable):

Start date and school year requested:

Child's Previous Nursery or School(s)

Please give names of any nursery or school(s) and dates attended (if applicable). We will usually contact them during the admission process:

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Further information about the child

Please provide information here regarding any disabilities, learning difficulties, behavioural issues, severe allergies, and medical conditions or state N/A:

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Additional Needs

Please circle **Yes/No** to indicate whether your child has been involved with any of the following specialist services (Sheffield or elsewhere):

Family Intervention Service Yes/No, **Speech and Language Therapy** Yes/No, **Social Services** Yes/No
Ryegate Children's Centre Yes/No **Nursery SENCO** Yes/No, **School SENCO or SEND team** Yes/No,

Family Details

| | Mother | Father |
|------------------------------|---------------|---------------|
| Surname: | | |
| First Name: | | |
| Address/es: | | |
| Contact telephone number(s): | | |
| Email address(es): | | |

Please provide relevant information about the family such as access arrangements, adoption information, visa status etc:

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Does this child have brothers/sisters aged under 16 years? YES/NO

Are you applying for them to be pupils at Bethany? YES/NO

If NO, please give reasons:

Please explain in your own words your reasons for wanting to become part of Bethany School:

Church/Fellowship Attended (if applicable):

Please read the statements overleaf about the school's aims and its Christian beliefs. Think about these statements carefully and answer the following questions honestly:

I have read and understood the School's statement of faith: YES/NO

I agree to fully support the aims of Bethany School: YES/NO

Please state how you heard about Bethany School:

In signing this application, I/we:

- wish my/our child to be a pupil at Bethany School
- state that the information given above is correct, complete and accurate
- promise to support fully the aims of Bethany School as set out below
- wish to become a member of Christian Family Schools Ltd, a company limited by guarantee
- consent for information about me and my/our child to be collected, used and shared as required within GDPR law (see Bethany School Privacy Notice for Parents/Carers on www.bethanyschoolsheffield.org)

| Signed (parent/guardian) | Signed (parent/guardian) |
|--------------------------|--------------------------|
| | |
| Date: | Date: |

Please return the completed application form to Bethany School by post or email to admissions@bethanyschoolsheffield.org . When we have received the form, we will make arrangements for a Governor to visit and talk with you about the commitments that Bethany School involves for parents. Each new family, and annually each current family involved in the school, is asked to sign the commitment form to support the school in both financial and practical matters. The Governing Council will consider your application at the earliest opportunity after you have returned this form. Admission is at the sole discretion of the Governing Council.

AIMS OF BETHANY SCHOOL

AS SET OUT IN THE MEMORANDUM OF ASSOCIATION OF CHRISTIAN FAMILY SCHOOLS LTD

To provide a school or schools staffed with committed Christians using a distinctly Biblical approach to knowledge and learning. Parents will be expected to be committed to active participation in the education of their children both at home and at school. The aim being to equip each child with Biblical understanding which will equip that child for practical living in this world and to encourage the child's awareness of spiritual and eternal realities. The parents will be expected to fully support these aims though their own religious or world views may differ.

STATEMENT OF FAITH

AS SET OUT IN THE MEMORANDUM OF ASSOCIATION OF CHRISTIAN FAMILY SCHOOLS LTD

The doctrinal basis of faith of the Company shall be the fundamental truths of Christianity including:

- the divine inspiration, inerrancy and infallibility of Holy Scriptures as contained in the sixty six books of the Old and New Testaments and as originally given, and in its supreme authority in all matters of faith and conduct;
- the unity of the Father, Son and the Holy Spirit in the Godhead, and the sovereignty of God in creation, providence and redemption;
- the creation of man in the image of God and the universal sinfulness and guilt of human nature since the Fall, rendering man subject to God's wrath and condemnation;
- the Lord Jesus Christ as true God and true man, His deity, incarnation, virgin birth, sinless life, atoning death, and physical resurrection, and the only true head of the universal church of all believers;
- redemption from the guilt, penalty and power of sin only through the shed blood and sacrificial death (as our representative and substitute) of Jesus Christ;
- the necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting him repentance towards God and faith in Jesus Christ, and the indwelling and work of the Holy Spirit in all believers;
- the expectation of the personal return of the Lord Jesus Christ.



Consent Form

To help us in considering your application for place(s) at Bethany school we would like to contact your child/childrens' current school to find out more about them, and ensure that we can meet their needs. This will help us to be well prepared for your family to join us at Bethany school.

Please complete the section below to give consent, or come and talk to us about why you would rather not.

Thank you

Name of Child:

Name(s) of Parent/Guardian :

I give my consent for Bethany School to receive information about my child/children from their current/previous school or nursery.

Signature:

Appendix 2
ADMISSION VISIT AND REPORT

Application from:

Name of child (ren):

Information already given to applicant(s): Information Pack
 Encouraging Commitment

Visited website for further information:

School Tour Yes No

Reason for application:

Appointment date and time:

Present at visit:

- 1. History and Purpose of the School (IP) plus future plans
- 2. Time Commitments
 - Family Afternoon (every Wednesday), DBS check
 - New Parents' Training (2 Mondays Sept/Oct)
 - Parents Meeting (every half term)
 - Christmas at Bethany (December) and Summer Fair (June)
 - School Camp
- 3. Financial Commitments
 - Regular Gifting
 - Fundraising; Friends of Bethany etc
- 4. School Day/Week; Jobs List
- 5. Curriculum, including GCSE subjects
- 6. Child's special needs, challenges (behavioural, educational, social)?
- 7. Transition into school life

PTO

REPORT

Discussed with class teacher(s) Yes No

Discussed at Governors' Meeting on.....