Tarbiyyah Global Academy
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ADMISSIONS POLICY

Applications, assessment, offers and joining the Academy online

ACADEMIC YEAR 2026 – 2027

Policy name	Admissions Policy 2026–2027
Applies to	All applicants for a place at Tarbiyyah Global Academy, and their parents and guardians
Policy owner	Admissions Lead
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.3)
Next review due by	31 August 2027
Read alongside	Fees Policy; SEND and Inclusion Policy; Equality, Diversity and Accessibility Policy; Behaviour and Online Conduct Policy; Attendance, Punctuality and Children Missing Education Policy; Child Protection and Safeguarding Policy; Data Protection Policy
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. Introduction and Ethos

Tarbiyyah Global Academy welcomes families who are seeking a specialist education rooted in Islamic values, delivered live wherever they live. We look for pupils who will engage fully with online learning and with our Tarbiyyah Compass values, and for families who will partner with us in their child's education. The admissions process is where that partnership begins.

2. Legal Framework and Equality Statement

The Academy applies principles of fairness and transparency, having regard to the OEAS standards, the Equality Act 2010, Keeping Children Safe in Education, the UK GDPR and the Data Protection Act 2018. We do not discriminate against any applicant because of disability, race, sex, gender reassignment, pregnancy or maternity, or because of a protected characteristic of the applicant's family. As a school with an Islamic ethos, we admit pupils whose families seek an education consistent with that ethos and who support the Academy's aims.

3. Who We Admit

Pupils are admitted from Year 1 to Year 11. Live lessons begin on Monday 11 January 2027. The application deadline for the founding cohort is Friday 18 December 2026; later applications are considered while places remain, and applications are processed on a rolling basis.

Point of entry	How admission works
Years 1–6	Places offered where available, following an age-appropriate baseline check and a family video call
Years 7–10	Places offered where available, following a baseline assessment in English, Mathematics and Qur'an and subject assessments, a family video call and a report from the current school
Year 11	Considered only where the Academy can prepare the pupil for their examinations and entries can still be made at an approved centre

Year groups are determined by the English school year (1 September–31 August), unless an alternative placement is agreed for a clear educational reason.

4. Technical Requirements

Because all learning is online, a place is conditional on the family providing:

- a laptop or desktop computer (Windows or Mac) or an iPad, with a working webcam, microphone and headset;
- a reliable broadband connection;
- a quiet, suitable space for study;
- a way for the pupil to write on worksheets and the lesson PDF each day: a tablet with a stylus is recommended for every pupil (any tablet that takes a stylus, or a basic graphics tablet that plugs into the laptop), and where the pupil does not have one, access to printing is required (at home, at a local library or similar).

The minimum specification is published on the website, and a device check is completed during induction week, before the pupil starts.

5. How to Apply

Before applying, families are welcome to come to an online open evening, book an admissions call or use "Is it right for us?" on the Academy website to see the likely year group, live day, timetable and fees. The application itself follows the six steps shown on the website's Admissions page:

Step	What happens
1. Apply	Complete the online application form (several children can be added to the same form) and upload the documents listed in Appendix A, including photo ID for a parent or guardian, each child's passport or birth certificate, proof of the child's home address and, if available, a recent school report or homeschool record. No payment is taken on the form
2. We review your application	The admissions team checks the application and documents, requests a confidential report from the current school and tells the family if anything else is needed. The Academy emails the details for paying the application fee of £150 per child, which is non-refundable (see the Fees Policy) and must be paid before a place is confirmed
3. Remote assessment	The pupil completes an age-appropriate online entry assessment under supervised, camera-on conditions; the date, time and what to prepare are emailed
4. Family video call	A video call with the Headteacher or a member of the leadership team, the parent or guardian and the child, about learning goals, values and support needs. Offers are made in writing, normally within three working days of the call (and within ten working days of a complete application)
5. Offer and securing your place	A conditional offer is emailed with the terms and conditions and the Fees Policy. To accept, the family replies within five working days and pays the first fee payment on acceptance, plus the application fee if not already paid
6. Welcome	The Academy creates the parent and pupil accounts, emails the sign-in details and welcomes the pupil to induction week (4 to 8 January 2027), ahead of the first live lessons on Monday 11 January 2027

6. Reasonable Adjustments and SEND

Applications from pupils with SEND are welcomed and assessed on the same terms as others, with reasonable adjustments made to the assessment (for example extra time, breaks, a reader or assistive technology). Where a pupil has an EHCP, the Academy discusses the plan with the family and, with consent, the local authority. Before offering a place, the Academy considers whether, with reasonable adjustments, it can meet the pupil's needs online. If not, reasons are given in writing. The cost of adjustments is never passed to families.

7. Offers, Acceptance and Securing a Place

Stage	What happens
Conditional offer	Sent by email with the terms and conditions
Acceptance	Families accept within five working days and pay the first fee payment on acceptance (on admission), and no later than Friday 8 January 2027. The place is held only once this payment has been made; the remaining payments follow the dates in the Fees Policy
Cancellation right	Because enrolment is agreed at a distance, families may cancel within 14 days of accepting, as set out in the Fees Policy

Stage	What happens
Conditions	The offer depends on accurate information, a satisfactory school report, the required documents, the technical requirements and payment
Onboarding	Families receive Academy accounts, portal access, the timetable, device check and induction details

If information provided is later found to be materially inaccurate, the Academy may withdraw the offer after giving the family an opportunity to respond.

8. Induction

New pupils attend an online induction covering: the Academy's live-lesson platform (currently Microsoft Teams), joined from the Student Portal, and the Student Portal itself; the Live Lesson Protocols; the Tarbiyyah Compass values; merits and consequences; how to report a worry; and a practice live lesson. Parents attend a separate onboarding session on the Parent Portal, attendance, communication and online safety at home.

9. The Probationary Period

All new pupils join on a probationary basis for their first half term, allowing the Academy and the family to judge whether online learning at TGA is right for the pupil. Progress is monitored closely with regular feedback. If the probationary period is not successful, parents are told at a video meeting and in writing; the rest of the term is a notice period. Where a pupil has SEND, the SENCO takes part in the review, which considers whether adjustments were in place. The probationary review is never a route around the duty to make reasonable adjustments.

10. Oversubscription and the Waiting List

Where there are more applicants than places in a class, places are offered in this order:

1. Pupils with a sibling already at the Academy or joining at the same time.
2. Pupils with exceptional educational or welfare reasons for admission, supported by evidence.
3. Date of completed application. A waiting list is held for each year group. A place on the waiting list is not an offer.

11. Admissions Records

The Academy keeps an admissions record recording each pupil's full name, date of birth, date of admission, parents' names and contact details, home address and country of residence, emergency contacts (including a local adult where possible), and previous school. Parents must tell the Academy promptly of any change of address, contact details or country. Where a pupil leaves and the Academy does not know where their education will continue, the Academy may share its concern with the relevant local authority as good practice.

12. Safeguarding, Identity and Documentation

Admissions is a safeguarding process. The Academy verifies the identity of every applicant and the adults with parental responsibility, requests information from the previous school (including any child protection file), records who holds parental responsibility and any court orders, and records medical

information and emergency contacts before the pupil starts. Any safeguarding concern is referred immediately to the DSL.

13. Data Protection

Application information is used only to assess the application, plan provision and meet legal duties, in line with the Data Protection Policy. Records of unsuccessful applications are kept for a limited period and then securely deleted.

14. Concerns about Admissions

Families who believe the process was not followed properly may ask the Admissions Lead to explain the decision; then write to the Headteacher within ten school days; and, if still unresolved, use the Concerns and Complaints Policy.

Appendix A — Documents Required with an Application

Document	Purpose	When
The child's passport or birth certificate	Identity and date of birth	Uploaded with the application
Photo ID for a parent or guardian	Identity of adults with parental responsibility	Uploaded with the application
Proof of the child's home address and country of residence	For the admissions record and safeguarding	Uploaded with the application, or asked for during the review
Most recent school report, or a homeschool progress record	Attainment, progress and attendance	Uploaded with the application if the family has one; the Academy also asks the current school for a confidential report
Evidence of parental responsibility, where relevant	For example a court order	During the review
EHCP, SEN support plan or professional reports	To plan support and adjustments	During the review, or with the application
Medical information and any Individual Healthcare Plan	To keep the pupil safe from day one	Before the pupil starts
Emergency contact details, including a local adult	For safeguarding and medical emergencies	Before the pupil starts

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith