

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	September 2026
Next review due by	August 2027
Basis	Adapted from the Tarbiyyah Secondary Admissions Policy 2026–27 for an online, co-educational Reception to Year 11 school
Read alongside	Fees Policy; SEND and Inclusion Policy; Equality, Diversity and Accessibility Policy; Behaviour and Online Conduct Policy; Attendance 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 British education rooted in Islamic values, delivered live wherever they live. We look for pupils who will engage fully with online learning and with our RECIPE 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, and, for pupils in England, the Education (Pupil Registration) (England) Regulations.

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 Reception to Year 11. Live lessons begin in **January 2027**, and applications are processed on a rolling basis.

Point of entry	How admission works
Reception–Year 6	Places offered where available, following an age-appropriate baseline check and a family video call
Years 7–10	Places offered where available, following CAT4 (or equivalent) 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;
- for secure tests, a device supported by Safe Exam Browser (Windows, Mac or iPad).

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

5. How to Apply

Step	What happens
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1. Enquiry	Families may book an admissions call through the website and use the Family Journey Planner to see the likely year group, timetable and fees
2. Application	Complete the online application form and pay the application fee (see the Fees Policy)
3. Documents	Upload the documents listed in Appendix A; the Academy requests a confidential report from the current school
4. Assessment	The pupil completes the online entry assessment under supervised, camera-on conditions
5. Family video call	A conversation with a member of the leadership team about learning goals, values and support needs
6. Decision	Normally within ten working days of the completed application
7. Offer	A conditional offer is issued with the terms and conditions and Fees Policy

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 registration fee
Cancellation right	Because enrolment is agreed at a distance, families may cancel within 14 days of accepting, as set out in the Fees Policy
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: Microsoft Teams and the Student Portal; the Live Lesson Protocols; the RECIPE 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. Admission Register and Records

The Academy keeps an admission register 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.

For pupils living in England, the Academy notifies the relevant local authority of new admissions and removals at non-standard times, in line with the Children Missing Education guidance.

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 Complaints Policy.

Appendix A — Documents Required with an Application

Document	Purpose
Completed online application form	The application itself
Birth certificate or passport	Identity and date of birth
Proof of home address and country of residence	For the admission register and safeguarding
Photo ID for each parent or guardian	Identity of adults with parental responsibility

Evidence of parental responsibility where relevant	For example a court order
Most recent school report	Attainment, progress and attendance
EHCP, SEN support plan or professional reports	To plan support and adjustments
Medical information and any Individual Healthcare Plan	To keep the pupil safe from day one
Emergency contact details, including a local adult	For safeguarding and medical emergencies

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher

Next review due: August 2027 · Tarbiyyah Global Academy · A British education, rooted in faith