



TARBIYYAH SECONDARY SCHOOL

مدرسة التربية الثانوية الإسلامية

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ADMISSIONS POLICY

Entry, assessment, offers and the admission register

ACADEMIC YEAR 2026 – 2027

Policy name	Admissions Policy 2026–2027
Applies to	All applicants for a place at Tarbiyyah Secondary School for Boys, and their parents and guardians
Prepared by	S. Ahmed, Deputy Headteacher
Approved by	Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees
Last reviewed on	August 2026
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Supersedes	Admissions Policy 2025–2026
Read alongside	The school's Fee Policy, which governs deposits, registration charges and fees payable on taking up a place
Availability	Published on the school website and issued to all applicants. Available in large print or another accessible format on request.

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1. Introduction and Ethos

Tarbiyyah Secondary School for Boys seeks to welcome applicants who would benefit from the education and breadth of opportunity we offer, and whose personal qualities indicate that they would have much to give to the school community.

Our mission is to nurture young men who are firm upon the Book and the Sunnah, excellent in their character, and ambitious in their learning. We look for boys who will engage seriously with that mission, and for families who will support it at home. The strongest outcomes come when home and school move as one, and the admissions process is where that partnership begins.

This policy explains who we admit, how to apply, how applications are assessed, and how places are offered and confirmed. It should be read alongside the school's Fee Policy and the Student & Parent Handbook.

2. Legal Framework and Equality Statement

As an independent school, Tarbiyyah Secondary School is not bound by the School Admissions Code that applies to maintained schools. We are nonetheless bound by the following, and we apply the principles of fairness and transparency throughout.

- The Education (Independent School Standards) Regulations 2014, including the standards on the provision of information to parents and on the welfare, health and safety of pupils.
- The Education (Pupil Registration) (England) Regulations, which govern the admission register and the grounds on which a pupil's name may be deleted from it.
- The Equality Act 2010.
- Keeping Children Safe in Education, the 2026 edition.

- The UK General Data Protection Regulation and the Data Protection Act 2018.
- The Children's Wellbeing and Schools Act 2026, as its provisions are brought into force.

Equality statement

We treat all applicants fairly. We do not discriminate against an applicant because of disability, race, sex, gender reassignment, pregnancy or maternity, or because of a protected characteristic of the applicant's family. Applications from boys with a special educational need or disability are welcomed and are assessed on the same terms as any other application, with reasonable adjustments made throughout the process as set out in section 7.

As a school with a religious character, we admit boys whose families are seeking an Islamic education consistent with the school's ethos, and we teach a curriculum shaped by that ethos. Applicants and their families are expected to be supportive of the school's aims.

3. Who We Admit

Boys are admitted to Tarbiyyah Secondary School between the ages of 11 and 16, that is into Years 7 to 11.

The school is registered for a maximum of 70 pupils and does not admit beyond that capacity.

Point of entry	How admission works
Year 7 at 11+	The school's main point of entry. Admission is by a selective assessment process, following the timeline in section 4.
Years 8 to 11, in year	Places are offered where a vacancy exists in the relevant year group. Applicants sit an assessment appropriate to their year group and follow the process in section 12.
Year 11 entry	Considered only where the school is satisfied it can prepare the pupil properly for the examinations he is already entered for, or would need to be entered for, and where examination entries can still be made within the awarding bodies' deadlines.

4. Admissions Timeline

Entrance assessments for admission in September take place from the January beforehand. The dates below are taken from the school's published academic calendar for 2026–27 and relate to entry into Year 7 in September 2027.

Stage	Date	Notes
Open Evening for prospective Year 7 families	Tuesday 17 November 2026	An opportunity to visit the school, meet staff and ask questions before applying.
Deadline for application forms	Thursday 11 February 2027	Applications received after this date are considered where places remain, in accordance with section 13.
Entrance assessment	January to February 2027 — each family is given the exact date on application	A computerised assessment in English and Mathematics, held at the school and lasting approximately two hours.

Stage	Date	Notes
Outcome of assessment	Within approximately five working days of the assessment	Notified by email.
Conditional offers issued	Following the outcome	Offers must be accepted within five working days — see section 8.
Taster Day for new Year 7	Thursday 24 June 2027	New pupils spend a day at the school before starting.
Term begins	September 2027	Families are told the date during the summer term.

5. How to Apply

Step 1 — Complete an application form

Applications are made on the school's application form. Supporting documents may be uploaded with the form, or sent afterwards by email to secondary@tarbiyyah.co.uk or delivered to the school office.

A standard charge of **£40** is payable to process the application and to sit the entrance assessment. It is non-refundable, and is waived on request where a family is in financial hardship.

Step 2 — Acknowledgement

You will receive an email confirming that your application has been received.

Step 3 — Completing the application

An application is considered once the school has received all the supporting documentation it requires. A list is given at Appendix A.

A confidential report on achievement, progress, attendance, behaviour, safeguarding and special educational needs is requested from the applicant's current school. Where a boy is not currently in school, the school will discuss alternative evidence with the family.

Step 4 — Invitation to the entrance assessment

Subject to the availability of a place and to the initial assessment of the application, the school will notify you of the entrance assessment date within five working days.

Step 5 — Assessment and decision

The school aims to reach a decision on a complete application within approximately five working days of the entrance assessment. Working days are normally Monday to Friday. If further information is needed, the school will write to you by email.

Step 6 — Interview where required

Depending on the report received from the applicant's present school, a candidate will be invited to an interview where there are concerns or matters needing clarification. An interview is not part of every application.

Step 7 — Offer

Successful applicants receive a conditional offer setting out the school's terms and conditions. See section 8.

6. The Entrance Assessment

Entry at 11+ is by a selective assessment process. All applicants, regardless of any special educational need or disability, are treated fairly and are invited to sit the assessment.

- Applicants sit assessments in English and Mathematics. The assessment is computerised, is held at the school, and lasts approximately two hours.
- A confidential report is requested from the candidate's present school.
- The school reserves the right not to offer a place on the basis of performance in the entrance assessment or on the basis of behavioural concerns.

Assessment papers and mark schemes are prepared and moderated internally. Marking is carried out without reference to the candidate's name where this is practicable.

7. Reasonable Adjustments and Special Educational Needs

We treat all applicants fairly regardless of any special educational need or disability, and we make reasonable adjustments throughout the admissions process.

- Extra time is allowed in the entrance assessment where a current Educational Psychologist's report is submitted with the application.
- Other adjustments — including rest breaks, a separate room, a reader or scribe, coloured overlays, assistive technology, or a modified paper — are made on request. Please tell the school office at the point of application so that arrangements can be made in good time.
- Where a boy has an Education, Health and Care plan, the school will discuss the plan with the family and, with consent, with the local authority before a decision is taken.
- Adjustments made at the point of admission are recorded and carried forward, so that a boy does not have to make the case again once he has started.

Where an applicant has passed the admissions process

Before offering a place, the school considers whether, with reasonable adjustments, it is able to provide adequately for and fully meet the applicant's individual needs.

Where the school concludes that it cannot meet those needs even with reasonable adjustments, the reasons are recorded and given to the family in writing, together with information about how to raise a concern.

Information about a disability disclosed at application is used only to plan support. It is not used to the applicant's disadvantage, and it is handled in accordance with the school's Data Protection Policy.

The cost of a reasonable adjustment is never passed on to the applicant's family.

This section should be read alongside the school's Disability Equality and Accessibility Policy.

8. Offers, Acceptance and Securing a Place

Stage	What happens
Conditional offer	Successful applicants receive a conditional offer letter or email setting out the school's terms and conditions.
Acceptance	To secure the offer, applicants must agree to the terms and conditions and return their acceptance to the school within five working days.

Stage	What happens
Deposit	An initial payment (deposit) is payable on acceptance of the offer as part of the registration process. Deposits are non-refundable. See the Fee Policy.
Confirmation	On acceptance, applicants receive confirmation of the place together with the date and information for the induction day, the school calendar, and a copy of the Student & Parent Handbook.
Conditions	An offer is conditional on the accuracy of the information provided in the application, on receipt of a satisfactory report from the previous school, on the required documentation being provided, and on the deposit being paid.

Where information provided in an application is later found to be materially inaccurate or incomplete, the school reserves the right to withdraw the offer or to cancel the admission. Before doing so, the school will put the matter to the family in writing and give them an opportunity to respond.

9. What Parents Accept on Taking Up a Place

Accepting a place at Tarbiyyah Secondary School is an acceptance of the standards the school holds. These are set out in full in the Student & Parent Handbook, which is issued on acceptance. The main points are summarised here so that families are clear before they commit, rather than surprised in September.

Area	What is expected
The school day	Pupils are on site by 8:20 am and registration begins at 8:30 am precisely. Three or more lates result in an after-school detention. The school day ends at 4:00 pm, and at 12:00 pm on Fridays for Jumu'ah.
Behaviour	Behaviour is managed through the staged C1–C5 Consequence System, which includes break-time and after-school detentions, removal from lessons, isolation and suspension. Parents are asked to support the school in applying it.
Uniform	Full, correct uniform is worn every day, including a school blazer bearing the school badge. Hair is treated as part of the uniform and the school's hair standards apply.
Mobile phones and smart devices	Smart phones, smartwatches and similar devices are prohibited on the premises and are confiscated until the end of term if found. Basic non-smart phones are handed in to the office each morning. A medical and assistive device exemption exists and is applied for in writing — see the Disability Equality and Accessibility Policy.
Homework	Homework is set through Microsoft Teams. Parents are asked to check these platforms regularly with their son.
Attendance	Holidays in term time are not permitted. Leave of absence is granted only in exceptional circumstances and must be requested in advance.
Fees	Fees are payable in accordance with the Fee Policy. A place is offered and accepted on the basis of a full academic year, and a half term's written notice is required to withdraw.

Families are strongly encouraged to read the Student & Parent Handbook with their son before the start of term. Where any of these expectations would present a difficulty because of a disability or health condition, please raise it at the point of application so that adjustments can be agreed in advance.

10. Induction

New pupils and their families attend an induction before the start of term. Induction covers:

- A tour of the school and an introduction to form tutors and key staff.
- The school's RECIPE values, and what they look like in practice.
- The school day, the Consequence System, the Merit System, uniform and equipment expectations.
- Microsoft Teams, and how homework is set and submitted.
- Who to speak to about a concern, including pastoral and safeguarding contacts.

New Year 7 pupils also attend a Taster Day in the summer term before they join.

11. The Probationary Period

All new pupils are admitted on a probationary basis. The probationary period is one half term. This period allows the school to assess a boy's ability to adapt to its academic and behavioural expectations, and gives the pupil and his family an opportunity to decide whether the school is the right environment for him.

How the probationary period works

- Progress is closely monitored throughout, and regular feedback is given to the pupil and to his parents. Concerns are raised as they arise, not saved up for the review.
- A formal internal review is held at the end of the probationary period.
- Where a pupil has a disability or a special educational need, the SENDCo takes part in the review, and the review considers whether agreed adjustments were in place and were being applied. A probationary review is not a lawful route around the duty to make reasonable adjustments.
- Where behaviour is a concern, the review draws on the pupil's record under the Consequence System rather than on general impressions, so that the family can see what the decision rests on.

If the probationary period is not successful

Where the school determines that a pupil has not made a satisfactory adjustment, a meeting is arranged with his parents to communicate the decision to withdraw the place for the following term.

- The decision, and the reasons for it, are confirmed to parents in writing.
- The remainder of the current term serves as the notice period, during which parents are required to arrange an alternative placement. Enrolment ceases at the end of the current term.
- The school will co-operate with the receiving school and with the local authority so that the pupil's education is not interrupted, and will notify the local authority in accordance with section 16.
- Parents who wish to make representations about the decision may do so under section 19.
- Where the school ends a placement at the end of the probationary period, the withdrawal surcharge in the Fee Policy does not apply.

The school is committed to working in partnership with pupils and families to ensure a successful and positive educational experience, and a decision to end a placement is taken only where that partnership has not been able to succeed.

12. In-Year and Mid-Phase Admissions (Years 8 to 11)

Applications for a place in Years 8 to 11 are welcome at any point in the year and are considered where a vacancy exists in the relevant year group.

- Applicants complete the same application form and pay the same application charge.
- A confidential report is requested from the current school covering achievement, attendance, behaviour, safeguarding and special educational needs. Where a boy has been permanently excluded from a previous school, or is subject to an ongoing investigation, this must be disclosed at the point of application.
- Applicants sit an assessment appropriate to their year group, and are normally interviewed together with their parents.
- The school considers whether it can meet the applicant's needs, whether the curriculum he has followed is compatible with ours, and whether he can be prepared properly for his examinations.
- Where a place is offered mid-year, fees are charged in accordance with the Fee Policy, including the late starter provisions.
- The probationary period in section 11 applies to in-year admissions in the same way as to Year 7 admissions.

13. Oversubscription and the Waiting List

Where applications exceed the number of places available, the following criteria are applied in the order set out below to determine which boys to admit.

	Criterion
1	Boys with a brother who will still be attending the school when they themselves start.
2	Boys currently attending Tarbiyyah Primary School.
3	Where there are exceptional educational reasons for admitting the boy.
4	Entrance assessment scores.

Waiting list

- A waiting list is established where numbers exceed the places available. Priority for admission from the waiting list is in accordance with the criteria above.
- A place on the waiting list is not an offer and does not guarantee admission.
- The waiting list is held until the end of the autumn term of the year of entry, after which families are asked whether they wish to remain on it for the following year.
- Applications received after the published deadline are considered where places remain, and are otherwise added to the waiting list.

14. The Admission Register

The school maintains an admission register in accordance with the Education (Pupil Registration) (England) Regulations. The register records, for every pupil:

- the pupil's full name;
- the name and address of every parent or guardian known to the school, and which of them the pupil normally lives with;
- at least one telephone number at which each parent can be contacted in an emergency;

- the pupil's date of birth;
- the date on which the pupil was admitted to the school;
- the name of the school the pupil last attended.

Parents are asked to inform the school of any change to these details whenever it occurs.

Change of address

Where a parent notifies the school that a pupil will live at another address, the admission register is amended to record:

- the full name of the parent with whom the pupil will live;
- the new address;
- the date from which the pupil is expected to live at that address.

Moving to another school

Where a parent notifies the school that a pupil is registered at another school, or will be attending a different school in future, the admission register records:

- the name of the new school;
- the date on which the pupil first attended, or is due to start, at that school.

This also applies to pupils leaving the school at the end of Year 11.

15. Removing a Pupil from the Admission Register

A pupil's name is deleted from the admission register only on a ground permitted by the Pupil Registration Regulations. The school notifies the local authority where it removes a pupil at a non-standard transition point, including where the pupil:

- has been taken out of school by his parents and is being educated outside the school system, for example at home;
- has ceased to attend and no longer lives within a reasonable distance of the school;
- has been certified as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parents have indicated an intention that he should continue to attend after that point;
- is in custody for a period of more than four months under a final court order, and the proprietor does not reasonably believe he will return to the school at the end of that period;
- has been permanently excluded.

A pupil is not removed from the register merely because fees are unpaid until the process in the Fee Policy has been completed, and the school satisfies itself in every case that it knows where the pupil is continuing his education.

16. Notifications to the Local Authority

Situation	What the school does
A new pupil is admitted	The school notifies the local authority within five days of the pupil's admission, giving the pupil's address and, where possible, his previous school.
A pupil fails to attend regularly, or is absent without permission	The school informs the local authority, at such intervals as are agreed between the school and the authority or, in the absence of agreement, at intervals determined by the Secretary of State.

Situation	What the school does
for a continuous period of five school days or more	
A pupil is removed from the register at a non-standard transition point	The school notifies both the local authority in which the school sits and the local authority in which the pupil resides, giving the grounds for removal and the onward destination where known.
Contact details	London Borough of Hounslow Children Missing Education team — 020 8583 2768 · cme@hounslow.gov.uk. Schools use the CME2 referral form.

17. Safeguarding, Identity and Documentation

Admissions is a safeguarding process as well as an administrative one. The school:

- verifies the identity of every applicant and of the adults with parental responsibility, and sees original documents wherever possible;
- contacts every applicant's previous school to obtain information on attendance, safeguarding, behaviour and special educational needs, and does not rely solely on information provided by the family;
- requests the transfer of the pupil's educational record and, where one exists, the child protection file, in accordance with Keeping Children Safe in Education;
- records who holds parental responsibility, and any court order affecting contact or residence;
- records emergency contacts, medical information, allergies and any Individual Healthcare Plan before the pupil starts.

Where information emerges during the admissions process that raises a safeguarding concern, it is referred to the Designated Safeguarding Lead immediately and handled under the school's Child Protection and Safeguarding Policy.

18. Data Protection and Retention

- Information provided in an application is processed in accordance with the school's Data Protection Policy and the school's privacy notice for pupils and parents.
- Application information is used only to assess the application, to plan provision, and to meet the school's statutory duties.
- Records relating to unsuccessful applications are retained for a limited period and then securely destroyed, in accordance with the school's retention schedule.
- Parents have the right to ask for a copy of the personal data the school holds about them and their child.

19. Concerns and Complaints about Admissions

Admissions decisions are taken carefully and are final in the sense that the school is not obliged to offer a place. Where a family believes the process was not followed properly, or that relevant information was not taken into account, they may raise it as follows.

Stage	Route
Stage 1	Contact the school office and ask for the decision to be explained. Most concerns are resolved at this stage.

Stage	Route
Stage 2	Write to the Headteacher within ten school days of the decision, setting out what you believe was not properly taken into account. The Headteacher, or a senior member of staff not involved in the original decision, will review the process followed and respond in writing.
Stage 3	Where the matter remains unresolved, it may be pursued under the school's Complaints Policy and Procedure.
External	A family who believes a decision amounted to disability discrimination may bring a claim to the First-tier Tribunal (Special Educational Needs and Disability). Concerns about the school's compliance with the Independent School Standards may be raised with the Department for Education.

A. Appendix A — Documents Required with an Application

The following are normally required before an application is treated as complete. The school will tell you if anything further is needed.

Document	Purpose
Completed application form	The application itself.
The pupil's birth certificate or passport	Verification of identity and date of birth.
Proof of the pupil's home address	For example a recent utility bill or council tax statement.
Photographic identification for each parent or guardian	Verification of the identity of adults with parental responsibility.
Evidence of parental responsibility where relevant	For example a court order affecting residence or contact.
Most recent school report	Evidence of attainment, progress and attendance.
Any Education, Health and Care plan, SEN support record or Educational Psychologist's report	So that needs can be assessed and adjustments arranged before the entrance assessment.
Medical information, including allergies and any Individual Healthcare Plan	So that the school can plan for the pupil's safety from day one.
Immigration or right-to-study documentation where applicable	Where the pupil's status requires it.

B. Appendix B — Related Policies and Documents

This policy must be read in conjunction with:

- Fee Policy 2026–27
- Student & Parent Handbook 2026–27
- Behaviour Policy and the C1–C5 Consequence System
- Attendance and Punctuality Policy
- Disability Equality and Accessibility Policy
- Special Educational Needs and Disability (SEND) Policy
- Child Protection and Safeguarding Policy
- Complaints Policy and Procedure
- Data Protection Policy and privacy notices
- Application Form and Withdrawal Form
- Academic Calendar 2026–27

Approved by: Haneef Sandhar, Headteacher

Updated by: S. Ahmed, Deputy Headteacher · August 2026

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