



TARBIYYAH SECONDARY SCHOOL

مدرسة التربية الثانوية الإسلامية

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FEE POLICY

Fees, payment terms and conditions of enrolment

ACADEMIC YEAR 2026 – 2027

Policy name	Fee Policy 2026–2027
Applies to	All parents, guardians and fee-payers of pupils at Tarbiyyah Secondary School for Boys
Approved by	Haneef Sandhar
Position	Headteacher
Updated by	S. Ahmed, Deputy Headteacher
Fees set by	The Senior Leadership Team of Tarbiyyah Secondary School for Boys
Last reviewed on	August 2026
Next review due by	August 2027
Supersedes	Fee Policy 2025–2026. This policy replaces all previous fee policies in their entirety.
Availability	Published on the school website and issued to all parents. Available in large print or another accessible format on request.

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1. Introduction and Status of this Policy

School fees are set by the Senior Leadership Team at Tarbiyyah Secondary School for Boys. Fees are the school's principal source of income and pay for teaching staff, premises, resources and the day-to-day running of the school.

You must read and understand the information in this document, as it forms the school's Fee Policy.

Acceptance of a place is acceptance of these terms

Your acceptance of a school place for your child, or your child's continued attendance at the school, is an acceptance of the terms and conditions set out in this Fee Policy.

This policy supersedes all previous fee policies. Where a new fee policy is issued, it replaces this one and your prior acceptance of a place is treated as acceptance of the amended policy.

If there is anything in this policy you do not understand, please contact the school office before accepting a place.

2. School Fees 2026–2027

The figures below apply to the academic year September 2026 to July 2027 for all year groups (Years 7, 8, 9, 10 and 11).

School tuition fees 2026–2027	Amount
Annual tuition fee, excluding VAT	£4,800.00
VAT at 20%	£960.00
Total annual fee payable, including VAT	£5,760.00

Fees are quoted per pupil, per academic year. A separate fee is payable for each child enrolled at the school.

3. Payment Plans

Three payment plans are available. Please tell the school office which plan you have chosen before the start of the academic year.

Plan	How it works	Amount
Option 1 Yearly	A single payment for the whole academic year, made no later than 28 August 2026.	£5,760.00 in one payment. Includes, free of charge, an Arabic book and an iron-on badge.
Option 2 Termly	Three equal payments, made before 28 August 2026, 28 December 2026 and 28 April 2027.	£1,920.00 × 3 payments. Includes, free of charge, two iron-on badges.
Option 3 Monthly	Ten equal payments, due on the 28th of each month from August 2026 to May 2027 inclusive. Standing order is the preferred method.	£576.00 × 10 payments.

4. Payment Dates

Payment	Date
Initial payment (deposit) to secure a place	New applicants: payable on acceptance of the offer, as part of the registration process. Existing pupils: payable by 28 August 2026 to secure the place for the 2026–27 academic year.
Option 1 — single annual payment	28 August 2026
Option 2 — termly payments	First: 28 August 2026 Second: 28 December 2026 Third: 28 April 2027
Option 3 — monthly payments	Due on the 28th of every month. First payment: 28 August 2026. Final payment: 28 May 2027.

Where the 28th falls on a weekend or a public holiday, payment must reach the school on or before the last working day beforehand.

5. How to Pay

Fees may be paid in any of the following ways:

- Standing order — the preferred method for those paying monthly. A standing order form is provided at Appendix A of this policy.
- Directly to the school office, by cash or card.
- Bank transfer.

Bank details

Account name: An Noor Islamic School

Account number: 30775732

Sort code: 23-05-80

Reference: Please quote your child's full name as the payment reference.

This is the school's designated account for fee payments.

6. What the Fees Do and Do Not Include

Included in the fees

All the costs incurred in the usual course of your child's education at the school, including the provision of educational materials, are met by the fees unless the school notifies you otherwise.

Course textbooks and exercise books are provided by the school and their cost is included in the school fee.

Where a textbook is lost or damaged, a charge is made for a replacement.

Not included in the fees

Item	Detail
Replacement of lost or damaged textbooks	Charged at cost.
GCSE examination fees	Examination board entry fees and the administrative fees charged by the examination centre are not covered by the tuition fee. At the time of writing, the school's examinations are held at Cranford Community College. Charges are currently approximately £150 to £200 per examination entry.
Results reviews and resits	Where you ask the school to request a review of marking, a clerical re-check or an access to scripts service, or to enter your child for a resit, the applicable examination board and centre charges are payable by you. Where a review or a resit is required because of an administrative error made by the school, the school will meet the cost.
Trips, visits and enrichment	Any extra-curricular activity, trip or visit that you agree in advance for your child to join is supplemental to the fees and is charged separately. Trips awarded as a reward under the Merit System — including the Gold merit educational trip — are provided by the school at no cost.
Private tuition and additional provision	Any additional provision agreed with you beyond the school's normal curriculum offer is charged separately. This does not include reasonable adjustments made for a disabled pupil, which are never charged to the family — see section 12, condition 3.

7. Late Payment

We strive to keep fees as low as possible and to offer payment plans for the ease of parents. The school depends on fees being paid on time to meet its financial responsibilities and commitments, and we ask for your support in minimising the time and resources spent following up overdue payments.

Where a payment is not received by its due date, the following steps apply.

Step	What happens
Step 1	The school office contacts the fee-payer and issues a written notice giving 14 days for the outstanding amount to be paid in full, or for a payment arrangement to be agreed with the Headteacher or finance officer.
Step 2	If payment is not made and no arrangement has been agreed within that notice period, your child may be refused entry to lessons; the school confirms this to parents in writing and records where the pupil is. The place will be held for a further 14 days.
Step 3	If payment is still not made within that further 14 days, your child will be removed from the school roll and the place will be offered to a pupil from the waiting list.
Step 4	Outstanding fees remain payable after removal and will be recovered in accordance with section 13.

8. Financial Difficulty and Support

If you are experiencing difficulty in paying fees, or expect to, you must contact the school immediately and before the due date. Early contact is always better than silence: the school would far rather agree a workable arrangement than lose a pupil.

- Contact the finance officer or manager by email at secondary@tarbiyyah.co.uk, or arrange an appointment through the school office.
- Discuss the matter with the Headteacher before the payment falls due.
- Where appropriate, the school may agree a temporary revised payment arrangement in writing. Any such arrangement varies the dates in this policy only for the period stated and only in writing.
- Requests are treated confidentially and will not affect how your child is treated at school.

9. Withdrawing a Child from the School

A place at the school is offered and accepted on the basis of a full academic year.

One half term's written notice is required before the removal of a child from the school. The fees for the following half term remain payable in full.

Parents must complete the school's Withdrawal Form, available from the school office or the school website, stating the reason for withdrawal and where the child will continue to be educated. This is a requirement of the school, and in the absence of this notice the child's details may be passed to the local authority to pursue with parents directly.

Worked example

If the school is told in January (Half Term 3) that a child is being removed, but the Withdrawal Form is not completed and handed in until March (Half Term 4), fees remain payable up to and including Half Term 5.

Notice runs from the date the completed Withdrawal Form is received by the school office — not from the date of a conversation, a telephone call or a message.

10. Fees, Attendance and Behaviour Sanctions

This section explains how fees interact with absence and with the sanctions set out in the Student & Parent Handbook 2026–27 and the school's Behaviour Policy. It is included because these questions arise every year and are better answered in advance.

Situation	Effect on fees
Absence through illness or any other cause	Fees are not normally reduced. The school's costs continue whether or not a pupil attends.
Suspension or isolation under the Consequence System (C4 or C5)	Fees remain payable in full for the period of the suspension. Work is set for the pupil during any period of suspension.
A pupil sent home for a uniform or hair matter	Fees remain payable. No refund or credit is given for the time missed.
Permanent exclusion	Fees remain payable for the notice period set out in section 9 and in condition 12. Any surcharge under condition 15 is applied in the same way as for a withdrawal.
School closure for a whole or part day	Where the school is closed for reasons within its control, the school will consider whether a credit is appropriate. Where closure results from circumstances beyond the school's reasonable control, fees remain payable and the school will provide remote learning wherever it is practicable to do so.
Staff training (INSET) days and published holidays	These are part of the published academic calendar and are already accounted for in the annual fee. No reduction applies.

Nothing in this section affects the school's obligations under the Disability Equality and Accessibility Policy. Where absence or a behaviour incident arises from a pupil's disability, the adjustments in that policy apply, and the school will not treat a disabled pupil less favourably in the application of these terms.

11. VAT

Value Added Tax is charged on private school fees at the standard rate of 20%. All fees quoted in section 2 show the amount excluding VAT, the VAT charged, and the total payable.

- VAT invoices, showing the school's VAT registration number, are available on request from the school office.
- Where the rate of VAT changes, the total fee payable will change accordingly and the school will notify parents in writing.
- A VAT invoice is available on request from the school office.

12. Terms and Conditions

These conditions form part of the agreement between the fee-payer and Tarbiyyah Secondary School for Boys.

1. Scope of the fees

All the costs incurred in the usual course of the education by the school of your child, including the provision of educational materials, course textbooks and exercise books, are met by the fees unless otherwise notified by the school.

Where a textbook issued to your child is lost or damaged, a charge is made for its replacement.

2. Examination costs

The fees do not include the costs associated with your child's GCSE examinations. These include, but are not limited to, the fees charged by the respective examination boards and the administrative fees charged by the examination centre at which your child is entered. At the time of writing, examinations are held at Cranford Community College.

Charges for results reviews, clerical re-checks, access to scripts and resit entries are payable by you, except where the review or resit is required because of an administrative error made by the school, in which case the school meets the cost.

3. Supplemental charges and additional needs

Any extra-curricular activity such as a trip or visit that you agree in advance for your child to join is supplemental to the items met by the fees and is charged accordingly.

Where the school agrees with you to provide additional educational provision beyond its normal curriculum offer, the cost of that provision may be charged as supplemental to the fees. **The school will not charge a disabled pupil or their family for the cost of a reasonable adjustment made under the Equality Act 2010.**

4. Liability of the fee-payer

Each fee-payer is liable for the whole of the fees due and any supplemental charges due, unless the school has expressly agreed otherwise in writing.

5. When fees fall due

Each term's fees accrue separately, and the fees payable in respect of each term fall due on the dates specified in section 4 of this policy. Fees must be paid in full by cash, card, standing order or bank transfer by the specified date.

6. Supplemental charges

All supplemental charges must be paid in full by cash, card or bank transfer by the first day of the forthcoming term, or by the date stated on the request for payment.

7. Attendance and references while fees are unpaid

The school reserves the right to refuse to allow your child to attend the school while fees remain unpaid or where there is persistent default in the payment of supplemental charges. You consent to the school informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

8. Fee reviews and increases

Fees are reviewed from time to time and may be increased by such amount as the school considers reasonable. The school will give at least one term's notice of any increase wherever possible.

Any change may be notified to you by letter, email or via the school website. Any new fee policy automatically supersedes the previous policy, and your continued acceptance of a school place is treated as acceptance of the amended policy.

9. Absence

Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise. See section 10 for how this applies to suspension, exclusion and school closure.

10. Late payment

Where fees are not paid by the dates specified, the procedure in section 7 of this policy applies. Section 7 sets out the only late-payment procedure that the school operates.

11. Contacting the school about difficulty

To avoid additional costs, please ensure all payments are made promptly by the agreed due dates. If you are experiencing, or expect, any difficulty in paying fees, you must contact the school and discuss it with the Headteacher before the due date.

12. Contract period and notice of withdrawal

The parent or guardian agrees that the school place for their child is offered and accepted on a contract period of no less than the full academic year.

A parent or guardian who wishes to withdraw their child must give written notice of one half term by completing the school's Withdrawal Form, and remains liable for fees for that period as set out in section 9 of this policy (Withdrawing a Child from the School).

This condition applies equally to parents and guardians who accept a school place before the start of a new academic year or term and then withdraw their child before that year or term begins.

13. Recovery of unpaid fees

The school is obliged to recover all outstanding school fees. Where fees remain unpaid following a request for payment, your details may be passed to the school's contracted collection service and the debt may be pursued through the courts. Reasonable additional administration and recovery costs incurred by the school may be claimed from the fee-payer.

14. Deposits

Deposits are paid before a child starts school and are **non-refundable**.

15. Withdrawal and exclusion surcharge

If a pupil is withdrawn or permanently excluded at any time before the start of Half Term 6, a surcharge of £210 is added to the total outstanding fees. This covers administration, resources and other expenditure already incurred. It does not apply where the school, rather than the parent, ends a placement.

16. Late starters

If a pupil is enrolled after the start of the academic year, fees are charged for the full half term in which the pupil joins.

17. Late starter administration fee

If a pupil starts at any date after the start of Half Term 2, a flat administration fee of £180.00 is charged, covering resources and other costs incurred.

18. Acceptance

Acceptance of a school place, or your child's continued attendance at the school, constitutes acceptance of this Fee Policy and these Terms and Conditions in full.

19. Governing law

This policy and these Terms and Conditions are governed by the law of England and Wales.

13. Data Protection and Debt Recovery

Information about fees and payments is personal data and is handled in accordance with the school's Data Protection Policy and the UK General Data Protection Regulation.

- Fee records are held securely and are accessible only to those staff who need them.
- Where a debt is passed to a collection service or pursued through the courts, only the information necessary for that purpose is shared.
- Fee arrears are not discussed with or in front of pupils, and a pupil's standing at school is not affected by a parental debt.

14. Questions and Complaints

Questions about fees, invoices or payment plans should be directed in the first instance to the finance officer through the school office, by telephone on 0203 719 8697 or by email to secondary@tarbiyyah.co.uk.

If a matter is not resolved, it may be raised with the Headteacher and thereafter through the school's Complaints Policy and Procedure.

A. Appendix A — Standing Order Form

Please complete this form and hand it to your bank. Please write clearly in capital letters. **All sections must be completed.**

1. Name or names of child or children

Pupil name(s)

2. Your details

Name of account holder

Bank / building society account number

Sort code

Name and full address of your bank or building society branch

Postcode

3. Payment details

On the 28th of every month, beginning **28** / ____ / _____

Please pay

An Noor Islamic School

Account number

30775732

Sort code

23-05-80

The amount of £

576.00 (monthly plan)

Until further notice.

4. Authorisation

I authorise you to debit my or our account following the details above. This request is addressed to the bank which holds my or our account.

Signature(s)

Date

B. Appendix B — Related Policies and Documents

This policy should be read alongside:

- Student & Parent Handbook 2026–27

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- Admissions Policy
 - Withdrawal Form
 - Attendance and Punctuality Policy
 - Behaviour Policy and the C1–C5 Consequence System
 - Disability Equality and Accessibility Policy
 - Complaints Policy and Procedure
 - Data Protection Policy
 - Academic Calendar 2026–27

Approved by: Haneef Sandhar, Headteacher

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

Next review due: August 2027

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