



Miftah An-Nur
ISLAMIC INTERNATIONAL SCHOOL
BRUNEI DARUSSALAM

Title Of Policy	Admissions
Coverage	Whole School
First Release Date	March 2022
Last Ratified Date	March 2026
Date For Next Review	March 2028
Owner	Executive Principal and Head of Finance
Reviewer	Board of Directors





“Indeed, Allah commands you to render trusts (amanah) to whom they are due...”
Surah An-Nisa (4:58)

1. Aim & Statement Intent

The Admissions Policy is designed to ensure that students who attend Miftah An-Nur Islamic International School have the capacity to thrive and benefit from the school’s offering. We aim to:

- Define this Policy for prospective families, as well as all our community stakeholders;
- Outline the admissions process and procedures;
- Ensure a clear and cohesive link between the inclusivity of the school’s Admissions Policy and its vision and mission;
- Support a mutual-choice admissions process, designed to recruit and retain students eligible for admission; and,
- Define an on-going review and evaluation of the admissions policy in the context of the school’s evolution.

Miftah An-Nur Islamic International School has a policy of admitting students in the correct year group for their chronological age. In most cases, students are expected to progress normally from one year group to the next - from Pre-Kindy (Nursery) through to Year 11. Only in exceptional cases would a student be admitted to the year group below or above their chronological age.

2. Scope

This Policy is applicable to all community members (staff, parents, guardians and students), as well as prospective and future members.

3. Unique Definitions

Admission - the process to assess the suitability for a prospective student to join the school.

Prospective Student - a student who is interested in joining the school.

Health Records - any special education needs, immunisation records, allergies, or any other medical information that may be relevant to the student.



Head of School - refers to the headteacher for their respective sections.

School reports - the most recent student reports from a recognised education institute.

Withdrawal - when a parent/guardian decides to withdraw their child from the school.

Observation Day - some students may be required to come in for an observation day for the admissions team to finalise their decision.

4. Procedures

To be considered for admission, the following procedure and documents are required:

1. Complete the online application form.
2. Forward copies of all required documents:
 - a. Previous school reports
 - b. 4 x Passport size photographs
 - c. Birth certificate/Passports
 - d. Parents IC/Passports
 - e. Health records
 - f. Adoption papers (if applicable)
3. Parents/guardians and students must attend an admission's interview with the Head of School and/or the Executive Principal.
4. Students may be asked to come in for an observation day.
5. Once the placement has been offered, the required registration fee and deposit must be paid in full to confirm their admission to school.

Inclusion Admissions and Provision for Additional Learning Needs

Miftah An-Nur Islamic International School is an inclusive, mainstream school and will offer a place to a child with Special Educational Needs (SEN) where the School will be able to meet those needs. The learning needs of each student shall be reviewed regularly. The School reserves the right to withdraw the student's place where it determines that it is unable to provide an appropriate and safe learning environment for the student or other members of the School community.



Additionally, based on further assessment and observations of the student, the School may require an SEN student to have a full-time or part-time Learning Support Assistant (LSA). If the parents/guardians of the student decide not to have an LSA as suggested, then the school reserves the right to release the student from the School. All LSAs will be provided and managed by the school. Nannies and other caregivers will not be allowed to be provided by the parents/guardians on school premises, except in exceptional circumstances when agreed upon by the school and parents/guardians.

5. School Fees

5.1 Fee Categories

5.1.1 Tuition Fees

- Tuition fees will be billed before the start of the term. Fees breakdown can be located from the school's website.
- Tuition fees may be subject to annual review and adjustment by the Board of Directors and Governors.

5.1.2 Learning Resources

- This covers the cost of educational resources (textbooks, stationeries, technology usage, subscription platforms and other materials).
- These fees may vary by year level or specific activities.

5.1.3 Assessment Fees

- As part of the admission process, students may be required to sit an age-appropriate entrance assessment. This is to ensure that the child's educational needs are met.
- Entrance assessment costs will be covered by the parents/guardians. Interview and campus tour will then follow.

5.1.4 Payment Plans

- The School will offer three payment options; annual, termly and monthly instalment.





5.2 Payment Methods

5.2.1 The School will offer a variety of payment methods, including cash, cheque and bank transfers.

5.2.2 Acknowledgement of payment receipts will be provided to parents/guardians when requested.

6. Withdrawal

6.1 Notice Period:

Parents/Guardians are required to provide a ninety (90) day written notice of their intent to withdraw their child from Miftah An-Nur.

6.2 Notice Submission:

Withdrawal notices should be submitted in writing to the Admissions Office, including the following information:

- Student's full name and ID number
- Last day of attendance
- Reason for withdrawal (optional but helpful for school records)

6.3 Tuition and Fee Obligations:

6.3.1 Tuition and fees are payable for the entire notice period, regardless of the student's attendance during that time.

6.3.2 Any outstanding tuition fees, library fines or other financial obligations must be settled in full before the student's official withdrawal is processed and the leaving certificate released.

6.4 Return of School Property:

Students are required to return all school property, including textbooks, library books, electronic devices, and any other borrowed materials, before their departure.



6.5 Refunds:

Refunds, if applicable, will be processed at the end of their notice period, which may vary depending on the timing of withdrawal and any fees paid in advance. Tuition fees will be refunded based on the number of school days and learning resources are non-refundable, if students wish to withdraw after enrolment.

6.6 Re-enrolment:

Students who wish to re-enrol at Miftah An-Nur after withdrawing must follow the School's admission procedures, which may include assessment tests or interviews, and pay any applicable re-enrolment fees, i.e. registration fees and deposit.

6.7 Exceptions:

Exceptions to this withdrawal policy may be considered on a case-by-case basis, subject to the discretion of the school management.

7. Termination

7.1 Fee Notification:

7.1.1 The School shall provide clear and transparent information regarding school fees and payment deadlines at the beginning of each academic year.

7.1.2 Fees notifications will be sent to parents/guardians in a timely manner electronically, specifying the due date for payments.

7.2 Communication:

7.2.1 The School shall maintain open and transparent communication with parents/guardians regarding overdue fees. This includes regular reminders and notifications of unpaid fees.

7.2.2 Parents/Guardians are encouraged to reach out to the Finance Department if they are experiencing financial difficulties or need to discuss alternative payment arrangements.



7.3 Termination of Enrolment:

7.3.1 If fees remain unpaid beyond payment deadline provided, a grace period of fourteen (14) days will be given for payment completion. Students whose fees remain unpaid beyond payment deadline may be suspended from attending school until full payment is received. The school reserves the right to terminate a student's enrolment should the outstanding fees remain unsettled. Refunds are not applicable for students who are terminated.

7.3.2 Terminated students who have settled their outstanding fees and wish to re-apply to Miftah An-Nur must go through the admissions process as a new student.

7.3.3 The school reserves the right to pursue legal action in the event that outstanding fees remain unpaid following withdrawal or termination. Any costs or expenses incurred in recovering overdue payments, including legal fees and administrative charges, shall be borne by Parents/Guardians on a full indemnity basis.

7.4 Appeal Process:

7.4.1 Parents/ Guardians may appeal a termination decision within fourteen (14) days of receiving the written notice.

7.4.2 Appeals will be reviewed by the school's management, and decisions will be communicated to the appellant in writing.

All matters related to overdue school fees and the termination process will be treated with the utmost confidentiality. This clause will be reviewed periodically to ensure its effectiveness and relevance. Any amendments or changes will be communicated in advance.

8. Associated forms and documents

Online Student Application Form ([link](#))



9. Responsibilities

The Board shall:

- Ensure this policy and all policies are maintained and updated regularly.

The Executive Principal/Heads of School shall:

- Work in conjunction with the Senior Leadership Team to ensure all stakeholders are aware of and comply with this policy.
- Ensure that the policy is adhered to when admitting a student to the school.
- Ensure a fair and transparent admissions process is in place.

The Head of Finance shall:

- Ensure fee structures, deposits, and payment terms are applied in accordance with this policy.
- Confirm financial clearance prior to final enrolment.
- Monitor compliance with payment requirements related to admissions.

The Admissions Officer shall:

- Administer the admissions process in accordance with this Policy.
- Collect and verify required documentation.
- Coordinate assessments, interviews, and communications.
- Maintain accurate admissions records.
- Ensure confidentiality of applicant information.

Parents/Guardians shall:

- Be aware of and adhere to the school's admission policy.
- Submit all documentation required by the school accurately and in a timely manner.
- Comply with payment requirements and admissions procedures.
- Respect the outcome of the admissions decision.

Prospective students shall:

- Partake in the admissions interview and assessment/observation process.



10. Related information

The School admits students to age-appropriate year groups in line with the international school standards and academic year. The academic year runs from late August to July. We look at the age of the student as of 1st September for the respective year.

Miftah An-Nur Islamic International School follows the respective ages for each year group:

Age	Year Group	Key Stage
2-3	Pre-Kindy	Early Years
3-4	Kindy	
4-5	Reception	
5-6	1	Key Stage 1
6-7	2	
7-8	3	Key Stage 2
8-9	4	
9-10	5	
10-11	6	
11-12	7	Key Stage 3
12-13	8	
13-14	9	
14-15	10	Key Stage 4 (IGCSE)
15-16	11	

The Admissions Policy is subject to change, and any updates will be communicated to parents/guardians in advance. It is the responsibility of parents/guardians to familiarise themselves with the current policy and procedures.

