

No. S 10

EDUCATION ORDER, 2003

**EDUCATION (SCHOOL ADMISSION AND SCHOOL REGISTER)
REGULATIONS, 2004**

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EDUCATION ORDER, 2003

**EDUCATION (SCHOOL ADMISSION AND SCHOOL REGISTER)
REGULATIONS, 2004**

In exercise of the power conferred by section 128(2)(a) of the Education Order, 2003, the Minister, with the approval of His Majesty the Sultan and Yang Di-Pertuan, hereby makes the following Regulations —

Citation.

1. These Regulations may be cited as the Education (School Admission and School Register) Regulations, 2004.

Application.

2. These Regulations shall apply to all schools.

Admission of a child of a citizen of Brunei Darussalam.

3. (1) Subject to any general requirements of the Order or the regulations made thereunder the head teacher or principal of a school shall admit a child of a citizen of Brunei Darussalam as a pupil in his school.

(2) The admission of the pupil is subject to the availability of a place in such school.

(3) The parents shall furnish during the registration of admission of the pupil to the school the following documents therefor —

(a) the pupil's original birth certificate for admission to a primary school;

(b) the pupil's original identity card for admission to a secondary school;

(c) the pupil's original birth certificate for admission to a secondary schools, if he has not obtained an identity card; and

(d) the pupil's previous school records if he has attended any other school before.

Admission of a child of a not a citizen of Brunei Darussalam.

4. (1) The following categories of pupils whose parents are not citizens of Brunei Darussalam may be admitted to a school —

(a) a child of a staff of a foreign embassy in Brunei Darussalam;

(b) a child whose parent is not a citizen of Brunei Darussalam, working in the government service or agency, statutory body or any other place within Brunei Darussalam with a valid work permit; or

(c) a child whose parent is a person to whom a Residence Permit has been granted under regulations made under the Immigration Act (Chapter 17);

(d) a step-child or an adopted child of a citizen of Brunei Darussalam; or

(e) any other child who does not fall within paragraphs (a) to (d) and whose parents are not ordinarily resident in Brunei Darussalam.

(2) Prior to his admission to a school, a child falling within one of the categories of pupils listed in sub-regulation (1) shall —

(a) obtain a student pass issued by the Department of Immigration;

(b) pay the registration, admission and any other fee necessary for admission which is imposed by the relevant school and prescribed by the Ministry; and

(c) furnish the forms prescribed in the First Schedule.

(3) Where there is an application under this regulation for the admission of a child of a person who is not a citizen of Brunei Darussalam and is not ordinarily resident in Brunei Darussalam, the applicant shall appoint a fit and proper person to act as a guardian or sponsor of the child and furnish the details of such guardian or sponsor in the forms prescribed in the First Schedule.

Register of admission of pupils.

5. (1) The head teacher or principal shall keep or cause to be kept an up-to-date register of the admission of pupils which contains particulars as specified in the Second Schedule with respect to all pupils at the school.

(2) Notwithstanding sub-regulation (1), the head teacher or principal shall cancel the name of the pupil in the register who has transferred or left school at the end of the particular month concerned.

Transfer of school.

6. (1) The head teacher or principal may register a child of a citizen of Brunei Darussalam whose application for transfer to another school has been approved by the District Education Officer in the form prescribed in the Third Schedule.

(2) Where a pupil who is the child of a person who is not a citizen of Brunei Darussalam wishes to transfer to another school, he shall submit a new application for admission to the new school.

(3) The application under sub-regulation (2) shall be made in the form prescribed in the First Schedule with the following conditions —

(a) the applicant has paid the prescribed fee;

(b) a new student pass has been issued by the Department of Immigration; and

(c) there is a vacancy in the new school.

(4) The head teacher or principal shall place a pupil whose transfer has been approved in a class according to his age.

Offences and penalty.

7. A Person who contravenes these Regulations commits an offence and shall be liable on conviction to a fine not exceeding \$5,000 or to imprisonment for a term not exceeding 3 months.

FIRST SCHEDULE

EDUCATION ORDER, 2003

**EDUCATION (SCHOOL ADMISSION AND SCHOOL REGISTER)
REGULATIONS, 2004**

**APPLICATION FOR ADMISSION OF A CHILD OF A NON-CITIZEN
TO A GOVERNMENT/PRIVATE SCHOOL**

PART I

(To be filled by parents or guardian)

To : Register General of Educational Institutions and Teachers
Ministry of Education
Brunei Darussalam.

Through : Head teacher or principal

.....
.....

I apply to admit my son/daughter/a child under my custody* by the name of

..... at
.....

(Name and address of current school)

to

.....
(Name and address of school)

.....

*Delete if inapplicable

A. PARTICULARS OF PUPIL

1. Full name:
.....
2. Date of birth:
3. Birth certificate no.:..... Issuing country:.....
4. Identity card no. and colour:..... Issuing country:.....
5. Nationality:.....
6. Religion:.....
7. Passport no./Date of expiry of passport/period of stay in Brunei Darussalam:
.....
.....

B. PARTICULARS OF FATHER/LEGAL GUARDIAN

1. Full name:
.....
2. Date of birth:.....
3. Birth certificate no.:..... Issuing country:.....
4. Identity card no. and colour:..... Issuing country:.....
5. Nationality:.....
6. Religion:.....
7. Passport no./Date of expiry of passport/period of stay in Brunei Darussalam:
.....
.....

C. PARTICULARS OF MOTHER

1. Full name:
.....
2. Date of birth:.....
3. Birth certificate no.:..... Issuing country:.....
4. Identity card no. and colour :.. Issuing country:.....
5. Nationality:..... Religion:.....
6. Passport no./Date of expiry of passport/period of stay in Brunei Darussalam:
.....

D. PARTICULARS OF GUARDIAN/SPONSOR

1. Full name:

.....

2. Date of birth:.....

3. Birth certificate no.:..... Issuing country:.....

4. Identity card no. and colour:.. Issuing country:.....

5. Nationality:.....

6. Religion:.....

7. Passport no./Date of expiry of passport/period of stay in Brunei Darussalam:

.....

.....

.....

8. Address in Brunei Darussalam:

.....

.....

.....

9. Relationship:.....

E. IS THE NAME OF THE ABOVE PUPIL INCLUDED IN THE

(i) Father's passport ? Yes/No

(ii) Mother's passport ? Yes/No

F. DECLARATION

I Identity card/Passport no.:.....

(Name)

do hereby solemnly declare that —

(a) the statements contained in this application form and the documents attached are true to the best of my knowledge and belief; and

(b) the signature on this application form is in my handwriting.

Signed and declared by me,

.....

*(Signature)**(Date)*

PART II

(To be filled by head teacher or principal)

PARTICULARS OF PUPIL

- (a) Name:
(b) Date of birth:
(c) Place of birth:
(d) Nationality:
(e) Religion:
(f) Year/Form (Present):
(g) The last year/highest form:
(h) Qualification/year:
(i) Date of admission to first year:
(j) Period of study in (i) primary school:
(ii) secondary school:

.....
(Signature of head teacher or principal)

.....
(Date)

PART III

(For use of District Education Office)

1. Decision of District Education Officer:

- ☐ Admission of pupil to year/form is approved
☐ Admission of pupil to year/form is not approved

Official Stamp

.....
(Signature of District Education Officer)

.....
(Date)

PART IV

(For use of Ministry of Education, Brunei Darussalam)

2. Decision of Registrar General:

- ☐ Admission of pupil to year/form is approved
- ☐ Admission of pupil to year/form is not approved

Official Stamp

.....
(Registrar General of Educational Institutions
and Teachers)

.....
(Date)

Please submit the following documents with the form —

- (i) Three copies of this form must be sent together with the particulars required in Part I.
- (ii) Part I must be filled by the parent.
- (iii) Part II must be filled by the head teacher or principal of the school applied.
- (iv) 2 copies of the following documents must be accompanied with the application form that is birth certificate, identity card and passport of pupil and parent.
- (v) If the pupil's mother/father is working in this country, please submit a certified copy of employment pass, dependant pass and certified letter from employer, as the case may be.
- (vi) If the application is not from the parent of the pupil, please submit personal documents as in paragraph (iv) and 2 certified copies of letter of evidence in respect of his relationship with the pupil.
- (vii) A letter of confirmation from the applicant's bank regarding the applicant's financial ability to support the child's study and living expenses in Brunei Darussalam.

- (viii) In the case of an application under sub-regulation 4(3), a statutory declaration from the appointed guardian or sponsor as to his willingness to act as guardian or sponsor to the child concerned.

SECOND SCHEDULE
(regulation 6(1))

REGISTER OF ADMISSION OF PUPILS

1. Name of pupil (as in the birth
certificate/identity card):
2. Name of mother/father/guardian
(as in the identity card):
3. Date, place of birth and birth
certificate no.:
4. Age on 1st. January:
5. Identity card no. and colour:
6. Nationality:
7. Address:
.....
.....
8. Correspondence address
(if different from no. 7):
9. Name and address of sponsor
(if applicable):
10. Date of registration in school:

THIRD SCHEDULE
(regulation 6(1))

APPLICATION FOR TRANSFER OF SCHOOL OF A CHILD OF A CITIZEN

District Education Officer:

.....

Name and address of school:

.....

PARTICULARS ON TRANSFER OF SCHOOL

1. Name of pupil:
.....
2. Sex:.....
3. Date of birth:.....
4. Birth certificate no.:.....
5. Identity card no. and colour:.....
6. Nationality:.....
7. Religion:.....
8. Date of registration (present school):.....
9. Name of scholarship:..... total:.....per year
10. The last year/highest form:.....
11. If secondary school, stream (specify):.....
12. *Qualification:
 - (i) PCE:.....
 - (ii) PMB:.....
 - (iii) 'N' Level:.....
 - (iv) 'O' Level:.....
13. Name of mother/father/guardian:
.....
14. Address of mother/father/guardian:
.....
.....
.....

15. Correspondence address (if different from no. 13):

.....
.....
.....

16. New school of choice:

.....

First choice:

.....

Second choice:

.....

17. Reasons for transfer:

.....
.....

18. Date of transfer required:.....

19. Comment of head teacher or principal:

.....
.....
.....

Official Stamp

.....
(Signature of head teacher or principal)

.....
(Date)

*Please enclose a copy of the examination results

For use of District Education Office

..... *approved/not approved for
admission to school
..... with effect from the date
of application.

*Delete if inapplicable

Official Stamp

.....
(Signature of District Education Officer)

.....
(Date)

Please submit the following documents with this form—

- (i) Certificate of marriage/certificate of registration of marriage of parent;
- (ii) Court order on rights of guardianship/custody, if parent is divorced/separated; or
- (iii) Adopted child register's letter in accordance with the written law on adoption.

Made this 13th. day of Zulkaedah, 1424 Hijriah corresponding to the 6th. day of January, 2004.

PEHIN ORANG KAYA LAILA WIJAYA DATO SERI SETIA
HAJI AWANG ABDUL AZIZ BIN BEGAWAN PEHIN
UDANA KHATIB DATO SERI PADUKA HAJI AWANG UMAR
Minister of Education,
Brunei Darussalam.