EMMANUEL
SCHOOLS FOUNDATION

# Trinity Academy

# Student change of name Policy

Reviewed: October 2021
Principal approved: November 2018
Next Review: October2022

Aim:

*The aim of the student change of name policy is to ensure that name changes are done correctly; ensuring that all with parental responsibility have consented to the name change and that the student's wishes and feelings have been sought and considered by the Academy.*

*The policy takes into account the difference between a name change request for:*

1) *A legal name change for a student under 16 years of age*
2) *A legal name change for a student over 16 years of age*
3) *A preferred name change*

# Changing a student's name

Although it is acknowledged that parents may wish to change a child's name for a number of reasons, changing a child's name should not be done lightly; a name is an important part of a child's identity.

If a change of name is requested, then schools are required to take reasonable steps to ensure it is done correctly.

In November 2018 we made some adjustments to our policy to make the procedure clearer for parents to follow.

**Legal name change**

**a) Child under 16**

A student's legal name will not be changed unless:

- there is an Order of the Court
- the child has been adopted
- there is a **recognised** deed poll

In order to change a student's legal name we must see an *original deed poll from a solicitor* or *a government enrolled deed poll form LOC022*. Other deed polls will not be accepted.

The official government enrolled deed poll form can be found by following this link: https://www.gov.uk/change-name-deed-poll/change-a-childs-name

Once the deed poll is completed it must be submitted along with the Academy's form '*Student change of name form under 16 years*' to the appropriate Head of Year. The Head of Year will then arrange an appointment with a parent/carer to discuss the change of circumstances. The original deed poll will be copied and stored in the student's record, together with the completed *'Student change of name form under 16 years'* form.

**b) Students over 16**

Students over the age of 16 should complete the Academy's form '*Student change of name form over 16 years*'. The student and at least one person with Parental Responsibility must sign the form. The form should be submitted and the Head of Year 11 or Director of Sixth Form, as appropriate. The Head of Year will then arrange an appointment with a parent/carer to discuss the change of circumstances.

**Preferred name change**

A child's school records can be changed to reflect a different preferred name for the child to be 'known as'. However, some records, including examination certificates and information sent to external agencies will still show the original name.

A request to change the preferred name should be made in writing and signed by both parents with PR (Parental Responsibility) together with the completed *'Student change of Preferred Name Form'*. The Head of Year will then arrange an appointment with a parent/carer to confirm the change of circumstances.

# Internal procedure for a request of student name change

**Child under 16 years of age – legal name change request**

Parent/carer must obtain a deed poll, either from a solicitor or a government enrolled deed poll form LOC022 and complete the Trinity Academy form *'Student change of name form under 16 years'* link: here.
*These deed polls ensure that Parental Responsibility has been confirmed. Other deed polls will not be accepted).*

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Parent/carer submits name change documents.
Head of Year makes an appointment to meet with parent/carer.
Before meeting, Head of Year speaks to student to consider their wishes and feelings.

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Parent/carer meets with Head of Year and name change request discussed.

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Once name change agreed, Head of Year makes a copy of the deed poll and change of name form.

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Head of Year emails Data Analyst to make the change on the database.

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Head of Year completes the comments section on the reverse of the form. Scanned copy filed on database and paper copy filed in student file by Pastoral PA.

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Head of Year emails all staff to make them aware of the name change.

# Internal procedure for a request of student name change

**Student over 16 years of age – legal name change request**

Student completes Trinity Academy form *'Student change of name form over 16 years'* link: here. Form must be signed by student and at least one adult with Parental Responsibility.

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Parent/carer submits form *'Student change of name form over 16 years'*. Head of Year or Director of Sixth Form, as appropriate, makes an appointment with parent/carer to discuss the name change request. Before meeting, Head of Year speaks to student to consider their wishes and feelings.

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Parent/carer meets with Head of Year and name change request discussed.

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Once name change agreed, Head of Year makes a copy of the change of name form.

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Head of Year completes the comments section on the reverse of the form. Scanned copy of form filed on database and paper copy filed in student file by Pastoral or 6th Form PA.

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Head of Year emails Data Manager to make the change on the database.

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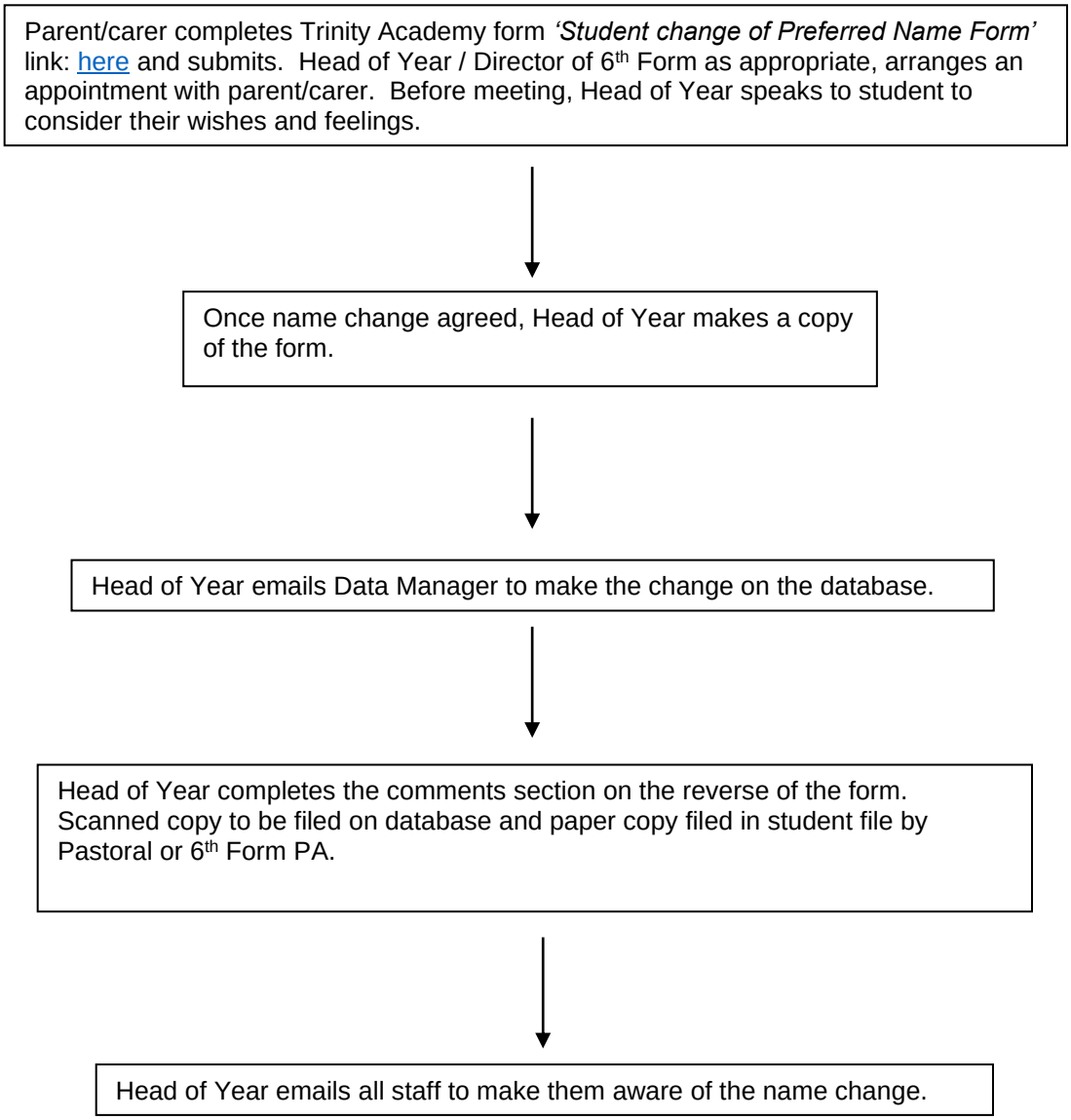
Head of Year emails all staff to make them aware of the name change.

# Internal procedure for a request of student name change

**Preferred name change request**