

# STUDENT NAME CHANGES

## POLICY

### **Rationale:**

It is not uncommon that requests are made to alter student names at school. This is commonly a result of a family break up. The names of children are an emotional issue which the school must manage fairly, legally and consistent with Departmental policy.

### **Aims:**

To ensure that students enrolled at our school are enrolled under their legal name.

### **Implementation:**

- Parents or guardians are required to complete and sign accurate enrolment forms for children enrolling at our school.
- Enrolments must be accompanied by Birth Certificates or similar legal documents (eg: passports) that prove a student's name and birth date.
- The school will only enrol a child under the name provided on a Birth Certificate or more recent legally recognised document that details a name change, adoption papers, Court Orders authorising another name, or formal proof that the student is included in a witness protection program or similar.
- There will be students who are currently enrolled in names other than those which appear on their birth certificates as a result of action taken in accordance with previous Department of Education policy. Those students can continue to be enrolled in these names.
- From 2009 onwards, parents or guardians requesting to enrol children under names different to those which appear on Birth Certificates or court orders will have their request refused unless the principal can be convinced in writing that the name change is consistent with the previous paragraphs.
- If students transfer from another school under a name different to that which appears on a Birth Certificate or more recent similar legal document, the previous school will be contacted by the principal.
- All concerns regarding the names of students must be referred to the principal.
- Due to the possibility of disclosing sensitive family information, the principal will generally only discuss issues relating to a student's name with parents or guardians – not students.
- Student's names will be altered on all records if parents or guardians present previously mentioned legal documents indicating a change of name. A copy of the legal document/s will be retained on the student's file for recording purposes.
- The principal will be responsible for ensuring that the school consistently complies with all Family Court or Magistrate Court Orders or similar legal documents.

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

**March 2015**