



Applicant and Student Name Change and Gender Change Guidance

It is the responsibility of the Applicant or Student to ensure that all personal information they provide to Trinity Sixth Form Academy, and which is stored by the Academy is accurate and provided in a timely manner. A Student or Applicant should inform the Academy immediately of any changes to their personal information.

Introduction

This document sets out the guidance and associated procedures to be followed to enable applicants and students, and in limited circumstances, former students of the Academy, to change their name on official Academy records and documentation. The guidance and associated procedures support compliance with the Data Protection Act 2018, the General Data Protection Regulation (GDPR) 2016 and relevant equality and diversity legislation including the Gender Recognition Act 2004 and the Equality Act 2010.

Purpose of the guidance

In an attempt to eliminate fraudulent applications and enrolments and to protect the integrity of qualifications issued by the Academy, the Applicant and Student Name Change Guidance seeks to ensure that the names and personal information of Applicants and Students on the College's student records database, accurately reflects those shown on official identity documents.

Scope of the guidance

The guidance serves to inform Applicants, Students and former Students of the Academy of the documentary evidence that they must provide to the Academy before a change of name request can be actioned on the Academy's student records database and on any official Academy documents generated therefrom. It also serves to inform Academy staff of the procedures that they must follow when an Applicant, Student or former Student requests that their name be changed on official Academy records and documentation. This guidance applies to the Trinity Sixth Form Academy and relates to all Applicants, Students and former Students of Trinity Sixth Form Academy.

Guidance statement

Under the law in England, Wales, and Northern Ireland, if you wish to be known by a different name, you may change your name at any time, provided that you do not intend to deceive another person or commit an act of fraud. There is no legal procedure to follow in order to change a name, you may simply start using the new name. You can change your forename or surname, add names or rearrange your existing names. Like other public organisations and financial institutions in the UK, Trinity Sixth Form Academy has a duty to prevent fraud and so can exercise the right to make certain requirements mandatory. In order to reduce the risk of

fraudulent (and also for safeguarding reasons) applications and enrolments, Trinity Sixth Form Academy requires every applicant to apply using the same name as shown on their passport, birth certificate, or marriage certificate.

Your Official Name

The name that you provide on your application and during enrolment must be your official name and must match formal documentation such as your birth certificate or your passport. Data held by the Academy in connection with the change of an Applicant's or Student's name will be processed in accordance with the data protection policy.

Your 'known as' Name

A 'known as' name or preferred name that is different to your official name can be recorded on the student record system and used on certain communications from the College. Students should be aware that official documents, including your final exam certificate and transcript, will use your official name and not your 'known as' or preferred name.

We will use your 'known as' name in correspondence/communication to parents/guardians any other relevant and appropriate communications such as on references. It is the Applicant's or student's responsibility to ensure that they inform other people of this. The Academy can offer support to students if they find this challenging.

Trinity Sixth Form Academy will only accept 'known as' name changes that are deemed reasonable and that do not contradict the aims and objectives set out within behaviour for learning policy and the core values of the Academy. Trinity Sixth Form Academy reserves the right to restrict the use of names as set out by the Deed Poll Office.

Written applications to record a new 'known as' name should be made to the Student Wellbeing Manager to make the appropriate amendments.

Correction of Name Errors

If your name has been recorded incorrectly on your student record, such as a typographical error, you should provide evidence of your exact name details by way of your birth certificate or passport. Please note that original documents must not be posted. All errors should be reported to the reception staff based at the front of the Academy to make the appropriate amendments.

Official Name Change

If you officially change your name while you are a Trinity Sixth Form Academy Applicant or Student and wish your new name to be recorded on your student record, you must submit a formal request in writing, accompanied by documentary evidence of the change of name. Please note that original documents must not be posted. Applications to record a new name should be made to the Student Wellbeing Manager to make the appropriate amendments. Appropriate documentary evidence may include:

- i. Passport
- ii. Deed poll / change of name deed
- iii. Marriage certificate / civil partnership certificate and decree absolute / final order (for name changes following marriage / civil partnership or divorce / ending a civil partnership)
- iv. A statutory declaration of change of name

- v. Public announcement: a copy of an advertisement in a local or national newspaper stating that you have stopped using your previous name and have assumed a new one
- vi. Police report or solicitor's letter: if you have to adopt a pseudonym for personal reasons (including personal safety) while you are a student at Trinity Sixth Form Academy, you should provide a police report or solicitor's letter as evidence of the change.

If you are not a British citizen, the Academy requires a copy of your passport as evidence of your name change. For students who require a visa to study in the UK, it is particularly important that the College's record of your name matches the name on your passport, not least to ensure the accuracy of your CAS documentation.

Where applicable, a replacement student ID card will be produced for students who change their official name or add a 'known' name to their student record. No charge will be made for replacement cards produced for students who have undergone an official name change as a result of transition, however, a fee will be payable for all other name changes. Details of which are available from the Academy reception.

You should also note that the Academy accepts no responsibility for any consequences arising from the change of name which occur outside the College; if you change your name within the Academy, you should also notify all other relevant external bodies of the change.

Gender Re-assignment

If you wish to amend your gender on your student record, you must submit a formal request in writing, accompanied by documentary evidence of your gender re-assignment. Appropriate documentary evidence may include:

- i) Birth or adoption certificate in your acquired gender
- ii) Gender Recognition Certificate
- iii) Letter from your doctor or medical consultant confirming that your change of gender is likely to be permanent

Applicants and Students may request to change their gender record at the same time as they request a name change, providing the relevant documentary evidence is submitted. The Academy is governed by the gender values recognised by Bromcom, namely 'Male', 'Female'.

Applications to change a gender record should be made to the Student Wellbeing Manager to make the appropriate amendments and the below process will be followed:

Preferred Gender Process Chart

- 1. Student approaches school staff requesting change in gender.**
- 2. School provides student with link to MS Form for them to complete.**
- 3. The completed MS Form is picked up by school pastoral staff, who review the answers.**
- 4. Has the student confirmed that they have discussed their requested change with their parents / carers?**

If YES, the pastoral staff should organise a meeting with the student to discuss their request. During the conversation, the pastoral staff should feel reassured that those discussions with the parents / carers have taken place and have been positive discussions. Pastoral staff should also make it clear that they will be arranging a call with the parents / carers to discuss. If the student is reluctant for that to happen, this will obviously lead to a more in-depth discussion with the student regarding the decision before communication with parents / carers.

Note that whilst it is the student's choice whether they change their preferred gender, it is important that as a Trust we are able to work collaboratively with both the students and parents / carers and that we are in a strong position to identify any potential safeguarding issues.

If NO, the pastoral staff should organise a meeting with the student to discuss their request. During the conversation, the pastoral staff should try to ascertain why the student has made the decision not to discuss with their parents / carers and support the student in identifying a positive way to start those discussions. It is worth reminding the student (as detailed on the form) that future communications to their parents / carers will address the student by their new preferred forename and gender.

Note that whilst it is the student's choice whether they change their preferred gender, it is important that as a Trust we are able to work collaboratively with both the students and parents / carers and that we are in a strong position to identify any potential safeguarding issues.

- 5. Once the pastoral staff are happy that the amendment to preferred gender can be actioned, they should refer this to the Admin / Data team within the school.**
- 6. The Admin / Data team should make this amendment on *Bromcom* (and any other systems which are appropriate). In *Bromcom*, the gender field itself should be amended. However, in addition, there is a free text 'Gender Notes' field. In here, the Admin / Data team need to confirm the date and details (specifically the gender the student changed from) on each occasion a request is approved.**

Changing of Name on an Exam Certificate

Once you receive your certificate, it is not possible to amend the name on these documents. The only retrospective changes that can be made are where:

- i) An administrative error has occurred and is notified to the Exams Manager within THREE calendar months of the issuing of your award
- ii) A change is required under the provisions of the Gender Recognition Act 2004 – Within TWELVE months.

Graduates who have changed their name following completion of their course (for example through marriage or by Deed Poll), and who wish to demonstrate to a prospective employer or educational institution that their exam certificate or confirmation letter belongs to them, should ensure that supporting documentation showing the name change accompanies the certificate or confirmation letter provided to the prospective employer or educational institution. Students will be required to cover any charges for name changes on certificates which means their name differs from that in which they enrolled at the start of their studies. Information regarding name changes on exam entries and certificates should be directed to the relevant exam boards.