



CASTLEMAN ACADEMY TRUST

POLICY :

People Known by Different Names

Author: Chief Executive Officer

Date: May 2024

Review Body: Human Resources Committee

Date Adopted: 21st March, 2024

Review Date: Spring 2027

Review Frequency: Three years

Please note that this policy is one of the suite of CAT Policies for School Standards Boards to acknowledge.

CASTLEMAN ACADEMY TRUST
People Known by Different Names

1. As a Trust, sometimes there are requests for pupils and staff to be known as another name (different to their legal birth name).
2. It is for this reason that the Trust wishes to clarify the position for all.
3. Any pupil who is registered at a Trust school, will be registered with the full legal name as it appears on their Birth or Adoption Certificate (an original or Solicitor certified copy of which must be produced for registration purposes).
4. Any staff member who works in a Trust school will be registered under the name appearing on their official documentation e.g. passport, driving licence or birth certificate.
5. The only exception to this will be if the parent, guardian or any person who holds Parental Responsibility (PR), can provide an original of the following document(s) which permits the child to be known as a different name;
 - Official Change of Name / Deed Poll document
 - A Court Order (such as Children Act 1989 Section 8 “Specific Issue Order”, Special Guardianship Order (SGO) etc..) which expressly states that the child may be known by a name that differs to that in which appears on their Birth certificate or Adoption Certificate.
 - An Adoption Certificate, which officially changes the child’s name from that which was recorded at birth on their Birth certificate.
6. The person’s legal name will be used in full on all school records to include, but not exhaustive, the school register, the child’s safeguarding file, HR records or any other official school documentation.
7. The School reserves the right to refer any documentation to their legal representatives if authenticity of the document is in question.
8. Informal name changes may be supported for pupils and staff (including for people who are questioning their gender). In the case of pupils, this will be considered if it is in the best interests of the child and parents have been consulted.

The school will record this on official documents, using the term "Known as". The new name should be communicated to relevant members of the school. Without official name change documentation being presented to the school, the school must keep the person's legal name on their records.

9. As a Trust we accept that there are often occasions where a person may be called a shortened version of their name by family, friends etc (for example “Elizabeth” called “Lizzy”). If this is the case with your child, then the school are happy to discuss this issue on a case-by-case basis with any Parent, Guardian or holder of PR.

10. Any dispute between a child's Parent, Guardian or holder of PR is a matter for them and the school will not become embroiled in such.
11. If a dispute arises and there are conflicting views by a parent, guardian or holder of PR as to the child's name, the school will adopt the legal name of the child at all times until sufficient evidence can be produced authorising the child to be known by another name.
12. The school are always happy to discuss this matter and if there is an issue please contact the Head Teacher/Head of School in the first instance.

Equality Impact

The Trust does all it can to ensure that its policies do not discriminate against pupils or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristics.