

Title	Student Name Policy
Description of policy	Sets out the presumption that all students are enrolled and referred to by the name specified in birth certificate or other official documentation provided at the time of enrolment, unless specific circumstances exist.
Required because	Schools, Early Learning Centres and School Age Care may receive requests to change student's names in several circumstances. There are legal and ethical considerations before a student's name is changed.
Description of changes	Clarified the circumstances in which a student's name can be changed on the enrolment record, and when a preferred name can be used that is different to the enrolment record.
Applies to	<input type="checkbox"/> Organisation-wide <input checked="" type="checkbox"/> Specific: schools/ELCs&SACs <input type="checkbox"/> Staff only <input type="checkbox"/> Students only <input checked="" type="checkbox"/> Staff and students
Status	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

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Responsible officer	Senior Officer, Legal Research and Policy

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1. Summary

- 1.1 This policy sets out the presumption that all students are enrolled and referred to by the name specified in birth certificate or other official documentation provided at the time of enrolment, unless specific circumstances exist.
- 1.2 This policy applies in all Catholic Education Archdiocese of Canberra and Goulburn (CECG) schools, Early Learning Centres (ELC) and School Age Care (SACs).

2. Student Name Policy

- 2.1 A student will be enrolled under, and official documents will indicate, the name on a student's birth certificate unless the circumstances for changing a name are met. If a birth certificate cannot be provided, other appropriate identification includes:
- 2.2 This approach is informed by the principles that children and young people under 18 cannot legally change their own name without parental consent, and that official records may be required in students' legal name (e.g. school completion certificates).
- 2.3 Detailed records must be kept on a student's file of request to change a student's enrolled or preferred name and the basis on which a decision is made.

3. Circumstances for Changing a Student's Enrolled Name

- 3.1 Students may be enrolled under, and CECG documents indicate, a different name in the following circumstances:
 - a signed consent is provided by all parents with parental responsibility authorising use of the new name
 - a court order is provided authorising the use of the new name
 - a birth certificate has been issued in the new name
 - a designated agency is responsible for the care and protection of children and that agency indicates the use of a new name for the child is appropriate,
 - evidence is provided that the parent and/or any child are subject to witness protection or some other similar scheme designed to ensure their safety and the use of a new name for the child is necessary to maintain the safety and wellbeing of the parent and or child.

4. Using Preferred Names in Other Circumstances

- 4.1 CECG recognises that students may have a preferred name that is different to the name on their birth certificate (other identification) and the enrolment record.
- 4.2 If any student under the age of 18 requests a change of name and none of the circumstances in paragraph 3.1 are met, the Principal has discretion to use the student's preferred name verbally and in documents if it is in the student's best interest.
- 4.3 If a request to change a student's name is disputed by parents, student or the school the request should refer the request to the CECG legal team before a decision is made.
- 4.4 When considering whether it is appropriate to use a preferred name, the principal must consider:
 - Whether it is in the student's best interest

- the age, capability and maturity of the student, and
 - advice from a health care professional about the potential impact on the student's wellbeing of not using and record the student's preferred first name.
- 4.5 Official grade and school completion certificates must be kept on file with the student's legal name to ensure the student is not disadvantaged if the document is required for proof of academic achievement, or registration for higher education. Duplicate official documents may be issued to the student in the preferred name.
- 4.6 Preferred names may be used for other documents including:
- written correspondence.
 - homework
 - student photographs
 - classroom awards or certificates
 - day-to-day communication.

5. Related Documents and Legislation

- 5.1 Related CECG Documents:
- [Family Law and Related Matters Policy](#)
 - [Privacy Policy](#)

6. Contact

- 6.1 For support or further questions relating to this policy, contact the CECG Legal, Governance, Policy and Risk team.