

**Schools Data Team**

Additional Notes – Recording Pupil / Student Names

For: All Schools

## How to record Pupil / Student Names

All schools need to conform to The Education (Pupil Registration (England) Regulations). Within Staffordshire we ask all schools to record a pupil's LEGAL name as their full name and record KNOWN AS names as preferred names. This also assists the schools in completing the school census which is collected termly.

### What is needed in the School Census?

Surname – LEGAL surname

Forename – In full do not use a shortened or familiar version

Middle Name – In full do not use a shortened or familiar version

Preferred surname – KNOWN AS surname if different to legal surname – leave blank if the same

Former surname – only if applicable

At the beginning of a school year it is common to see pupils' names recorded as the shortened or familiar version of their full name for example: Jess/Jessica, Tom/Thomas, John/Johnathon, Penny/Penelope, Hattie/Harriet. This can be because on the admissions application the parent has noted the known as name instead of the legal name until they have completed the full school paperwork. Therefore, we are reminding schools to ensure they check and update all names in their MIS systems ready for the school census and to ensure they are meeting the regulations as above.

### What is a LEGAL name?

A legal name is the name that an individual is given at birth and/or appears on a birth certificate or other government issued document on which a legal name change is evidenced and recorded.

### Do I need to view or keep a copy of the legal document?

There is no legal requirement for a school to view or hold a copy of the birth certificate or government issued document of legal name change (for example: deed poll, adoption etc.) But please ensure you follow your own school procedures for this.