



# MANAGEMENT CIRCULAR

91a

Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

**October 2021**

Management Circular No 91a

To Heads of all Establishments

## **Request for Change of Pupil Surname – Parental Information**

With schools receiving an increase in requests from parents to change pupil surnames in school records, Glasgow City Council has produced guidance in line with Scottish Legislation.

Where the pupil is under 16 years of age and both parents hold parental rights and responsibilities in respect of the pupil, schools will not prefer the rights of one parent over the other in relation to the use of the surname that is different to the surname shown on the pupil's birth certificate.

In Scotland, all parents with parental rights and responsibilities need to agree before a child's name can be changed on their birth certificate. For these purposes a child is anybody under 16 years of age. Glasgow City Council registers children in school using the names as stated on the birth certificate. Schools will not change a pupil's registered surname simply at the request of either parent. They will follow the formal procedures.

This guidance outlines the process that must be followed to request a change of surname for a pupil in our schools:

- Parent contacts school to discuss request for surname change.
- School provides appropriate form(s) for parent to complete.
- Parent returns completed form(s) along with required proof of name change. Either:
  - New full birth certificate (not abbreviated) if pupil was born in Scotland
  - Deed poll certificate if pupil was born outside Scotland, showing the new surname. This should be signed by the pupil if aged 16 or over OR by all parties who hold parental rights and responsibilities if the pupil is aged under 16.

To process the change of surname, the following must be provided:

- **Full birth certificate** showing new surname or deed poll certificate (as above).
- Please note that even where a document – such as a statutory declaration – indicates that all parties holding parental rights and responsibilities have given written consent to the use of the new surname, Glasgow City Council will not accept this unless it is accompanied by a **full** birth certificate.
- For all children born after 4 May 2006, both parents will have full parental rights and responsibilities provided their name is on the full original birth certificate and their parental rights and responsibilities have not been removed by court order.
- The views of pupils aged under 16 are not decisive but will be considered as part of the process.
- All documentation must be retained in the establishment.

Where parents are unable to produce the documentary evidence outlined above, the matter will be referred to a senior member of Education Services staff who will seek advice from Legal Services.