Admissions Protocol: Trans students

1. Any correspondence from trans students regarding their record that exposes trans status or change of name should be directed and dealt with by the named member of admissions team and deleted from any multi-user inboxes.

2. If certificates are submitted in a forename that does not match the applicant, the case should be passed to the named member of admissions team who will follow up with the applicant directly, not with any schools or referees, so as not to inadvertently 'out' an applicant.

3. When certificates in previous names are confirmed for any student, regardless of gender status, notes should be limited to 'Certificates Verified' with no further commentary that would draw attention and qualifications can be verified on the Student Qualification Entry screen.

4. Once certificates are uploaded to SITS record the original scans are to be deleted from OneDrive and, if they were sent from a document scanner, must be fully deleted from any email address to which the scanner sent it.

5. If a reference refers to the applicant by a name that does not match any name on the application, this should be passed to the designated admissions officer to query with the applicant. The issue should be raised in general terms as 'the name in your reference does not match your application' rather than with any direct or leading queries. Ask if they can confirm any other names by which they have been known and assure them that any information given will be handled confidentially within the Admissions department. Do not query this directly with the referee in case an applicant is inadvertently 'outed.' The applicant is not to be sent a copy of the reference.

6. Students can request in writing that their 'known as' name is changed on their SITS record. This change does not require any legal documentation.

7. Standard Report Letters (SRLs) for email communications to applicants should be addressed with the 'known as' name.

8. Students can also choose to change their title to whichever they prefer (this includes the option of 'Mx').