



Lumen Academy

Embrace Educate Empower

Student Identification Policy

Policy Date: September 2024

Review Date: September 2025

Document History

Version	Status		Date	Author	Summary Changes
V1			Sep 24	M Sethi	

Introduction

To enrol at Lumen Academy you must provide a valid form of identification at the time of your admission.

Acceptable forms of identification are dependent on your Nationality as outlined in this policy.

Students who do not provide acceptable identification cannot enrol.

Photographic ID

Students must provide one of the listed photographic identity types in accordance with their nationality as listed below.

Nationality	Identification Type
UK	Previous School's Identification card UK Passport* UK Photo Driving Licence (full or provisional) HM Forces ID card
EU, EEA or Switzerland	Current EU, EEA or Swiss Passport Current National ID card
Non-UK, EU or EEA	Current Passport

* UK, EU, EEA or Swiss passports do not have to be in date. However, they must bear a reasonable likeness to the applicant.

Non Photographic ID

We recognise that some students may not have a photographic form of identity. In this circumstance we will accept a combination of documents as outlined on the following page.

UK Students

Students in this category who do not have any of the photographic ID listed above must present two items of non-photographic ID. One item from list A and one item from list B.

Documents on list A must show your name and date of birth. List B documents must show your name and current home address.

List A Proof of Name and Date of Birth	List B Proof of Name and Address
Birth or Adoption Certificate (UK Nationals only)	Bank or Building Society Statement dated within the last 3 months
Naturalisation Certificate	Utility bill dated within the last 3 months
NHS Medical Card	
Marriage or Civil Partnership Certificate	Official letter from UCAS, GTRR, SLC or a Government Department, such as HMRC, dated within the last 3 months

Non-UK Students

Students in this category must see the Pastoral Leader at the Academy to discuss what alternative form/s of non-photographic identification would be acceptable.

Submitting Identification Digitally

If you are asked to submit ID by uploading it digitally, images must be clear and in colour.

If you are providing a bank or building society statement as one of two forms of non-photographic ID, we do not need to view your account transactions. We would advise you to not show any transactions listed on your statement when it is uploaded.

Name Changes

Student identification may be held in a different name to the one currently in use. This could be due to marriage, civil partnership, divorce, or gender re-assignment. In this case students must provide one of the following documents in addition to their photographic or non-photographic identification;

- Marriage/Civil Partnership Certificate
- Divorce or Civil Partnership Dissolution Certificate
- Statutory Declaration
- Change of Name Deed (formerly Deed Poll)

Students cannot enrol under a different name without providing one of these documents.

Roles and Responsibilities

The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICE 16.1)
- Prior to the examination, inform a private/external candidate or a transferred candidate who is not known to the centre that they must show photographic

documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence. (ICE 16.2)

- Inform candidates prior to their first examination that where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes and that once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination (ICE 16.3)
- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded (ICE 16.4)

Additional responsibilities:

Invigilators are provided with desk cards specifically for candidates with access arrangements. These cards are placed on the relevant desk to make it easy for the invigilator to identify the candidates needs.

Reviewed By: Monika Sethi September 2024

Next Review Date: September 2025

Approved by Director: 14th September 2024

Signed:



Monika Sethi
Principal and Director