

Changing a school's name

Information for boards



A board can change the name of its school, with approval from the Secretary for Education. A request must be made in writing to the Ministry of Education. The decision is usually made in the regional office, by delegation from the Secretary for Education.

Legislation

The change is made under section 192 of the Education and Training Act 2020. The Secretary must approve a change of name unless he or she considers it is inappropriate. The change is made by board resolution once approved in writing by the Ministry.

Considerations

A name should be no more than 40 characters, including spaces. The name of the school should not be exactly the same as the name of another school, particularly if they are in a similar location.

For a state integrated school, there must be evidence that both the board and proprietor agree to the name change.

The name of a kura kaupapa Māori, designated under sections 201 and 204 of the Education and Training Act, **must** start with 'Te Kura Kaupapa Māori o'. Schools which are not kura kaupapa Māori may not include this phrase.

Process

The process to change the name is outlined below.

Phase	Action	Who is Involved
Board undertakes consultation with its community	<p>If the board is considering changing the name of its school it should discuss this with its community through an engagement process.</p> <p>This should be the case whether the school is a kura, ordinary state school, designated character school or state integrated school.</p>	Board
Board writes to Ministry requesting name change	<p>The board writes to its regional Ministry contact asking that the name of the school be changed. The letter should include:</p> <ul style="list-style-type: none"> • why the board is making this request and why the new name is appropriate • evidence of the board resolution to propose to change the name • the engagement it has had with its community about the proposed new name and any written support from the community. <p>If there are any financial considerations such as uniforms or signage to change, the board should show that it has considered these.</p>	Board
Ministry considers and approves or denies request	The Ministry considers the board's request. The regional office may contact the board if they need any more information.	Ministry Board
Board resolves to change name	Once approval is received the board must pass a resolution to officially change the name of the school. The board then sends evidence of the resolution to the Ministry.	Board
Implementation of the name change	<p>The Ministry records the name change in its databases.</p> <p>The board carries out any activities to implement the name change such as signage, website, and lets its community know that the change has happened.</p>	Ministry Board