Summary of changes at last review:

- Updated to reflect changes to Equalities legislation
- Splitting out of the specific academy requirements for uniform in Appendix 1
- Inclusion of application guidance in Appendix 2

Related documents:

- Equal Opportunities Policy;
- Behaviour and Anti-bullying Policy;
- Parental Concerns and Complaints Policy;
- Equalities and Diversity Policy

Summary of policy:

This is a template policy which academies can amend to reflect their practices. Academies should refer to the guidance note, as well as ensuring reasonable adjustments can be made as necessary in line with the legislation provided in the Equalities Act.
Shenley Academy Uniform Policy

1. Introduction and purpose

1.1. This is the Uniform Policy (Policy) of E-ACT and applies to Shenley Academy.

1.2. This policy is published on the academy's website which is available in hard copy on request from Mr Jack Davies, Senior Assistant Headteacher.

2. Scope

2.1. This Policy is consistent with the Equal Opportunities Policy and applies equally to all pupils, irrespective of their sex, gender reassignment, race, disability, sexual orientation, pregnancy and maternity or religion or belief or special educational needs, subject to considerations of safety and welfare.

3. Legislation and regulation

3.1. This Policy has been prepared to meet the academy's responsibilities under the Equality Act 2010 and, where applicable, the Statutory framework for the Early Years Foundation Stage (DfE, March 2017).

3.2. This Policy has regard to the following guidance and advice:

   i. Special educational needs and disability code of practice: 0 to 25 years (DfE, January 2015);
   ii. Technical guidance for schools in England (Equality and Human Rights Commission, July 2014);
   iii. School admissions code: Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels (DfE, December 2014);
   iv. Exclusion from maintained schools, academies and pupil referral units in England: Statutory guidance for those with legal responsibilities in relation to exclusion (DfE, September 2017); and
   v. School uniform: Guidance for governing bodies, school leaders, school staff and local authorities (DfE, September 2013).

4. Uniform requirements

4.1. Correct uniform must be worn at all times during the day and when travelling to and from the academy. Uniform must also be worn for educational visits. All items of uniform must be clearly marked with the pupil's name. Please see Appendix 1 for the academy's uniform requirements.

4.2. Pupils are required to wear uniform correctly and responsibly. The academy may discipline the pupil in accordance with the academy’s Behaviour and Anti-Bullying Policy if he or she is not wearing the correct uniform.

4.3. Pupils who do not have the complete or correct uniform must provide their Tutor with a note explaining the reason why. If this is likely to extend beyond a day, then their Assistant Headteacher of college must be provided with a note explaining the reason and when this will be remedied.
4.4. Pupils who continue to breach the Policy may be asked by the Principal, or a person authorised by the Principal to return home briefly to remedy the breach if they are not wearing the correct uniform.

4.5. The academy will consider reasonable requests to alter the academy uniform, for example for transgender pupils, genuine religious requirements and reasonable adjustments for disabled children. Where there is uncertainty as to whether an item may be worn under this section, the issue must be referred by the pupil or the pupil’s parents to the Principal, whose decision will be final, subject to the complaints procedure set out in the Parental Concerns and Complaints Policy.

5. Symbols of faith

5.1. Certain items of jewellery, such as the Kara bangle, and certain items of headwear, such as the turban and headscarves may be worn by pupils when doing so is genuinely based on manifesting religious or racial beliefs or identity. This is subject to considerations of safety and welfare and the academy’s existing uniform policy principles are set out in Appendix 1.

5.2. Where there is uncertainty as to whether an item may be worn under this section, the issue must be referred by the pupil or the pupil’s parents to the Principal, whose decision will be final, subject to the complaints procedure set out in the Parental Concerns and Complaints Policy.

6. Disabled pupils

6.1. Reasonable adjustments may be required to the uniform for disabled pupils who require them. The pupil or his / her parents should refer the matter to the Principal to ensure all reasonable adjustments are made to accommodate the pupil.

7. Valuables

7.1. The academy cannot take responsibility for damage, loss or theft of any of these items. Lockers are available during PE lessons. All uniform and PE kit must be clearly labelled with first name, surname and tutor group.

8. Responsibilities

The following responsibilities apply in relation to this policy:
- Teachers are responsible for ensuring pupils adhere to this policy
- Headteachers have overall responsibility for the correct implementation of this policy

9. Monitoring and compliance

Compliance with the uniform policy will be monitored within the academy by Mr Jack Davies, Senior Assistant Headteacher
Uniform Policy - Appendix 1

Uniform Requirements Shenley Academy

**Uniform**

All pupils wear:

- Outdoor Coat  **A plain black coat** (a small discreet logo is acceptable)
- Jumper  Black, long sleeve with red stripe and logo (sleeveless option for summer only).
- Shirt  White (long or short sleeved) – must button at the neck
- Trousers  Black
- Socks  Black
- Tie  College tie
- Shoes  Plain black formal school shoes (leather or leather like material without a logo).  Hats  Plain black (optional)
- Scarves  Plain black (optional)

**Boys wear:**

- As above

**Girls wear:**

- As above with the addition of:
  - Skirt  Black - Skirts must be knee length and tailored.
  - Socks  Black (no knee high socks with skirts)
  - Tights  Black tights only with skirts (no footless tights or leggings)

**PE Kit**

All pupils wear:

- Polo Shirt  Black with red details and logo
- Rugby style shirt  Black long sleeves with red details and logo
- Socks  Black with red tops
- Base layer  Black

**Boys wear:**

- Appropriate footwear Trainers and football boots

**Girls wear:**

- Appropriate footwear Trainers

All pupils must bring their PE Kit to all PE lessons and extra-curricular clubs.

**Dance Kit**

**All pupils wear:**

- Polo Shirt  Black with red details and logo (as PE)
- Tracksuit bottoms  Plain black tracksuit bottoms with red piping or Shenley P.E. Shorts

**Girls wear:**

- Leggings  Black Leggings can be worn, but **must** have Shenley Academy shorts over
**Appearance**

Pupils are not permitted to wear:

- Coats, jackets or hats must not be worn inside the Academy building
- Tracksuit tops, hoodies and leather jackets **are not** acceptable and should not be worn.
- No black jeans/jean style trousers, leggings/stretch material or skinny fit.
- No mini-skirts or tight fitting short skirts
- No knee high socks with skirts
- Jeans, casual trousers etc.
- No rings, neck chains and facial piercings such as nose and lip studs.
- **Accessories**

**Footwear**

All students must wear black leather shoes, which must be able to be polished. These must have no coloured or white piping or symbols. Trainers (even plain black) or canvas footwear are not permitted. Manufacturers such as Nike, Adidas, Converse and Puma will not be accepted as appropriate footwear providers for school shoes.

**Outdoor Wear**

It is not acceptable for any outdoor coat other than that which is part of the academy uniform to be worn anywhere on the academy site or to or from the Academy. Hats, Scarves, Gloves and other cold-weather wear are acceptable but must be plain black.

**Make Up**

Make up is not allowed at all for students in Years 7-9, with discreet makeup only for students in Years 10 and 11. Any student in Years 7-9 wearing make-up or any student in Years 10-11 wearing too much make up (in the opinion of pastoral staff) will be asked to remove it. False nails are acceptable as long as they are trimmed short and of a natural colour. Long false nails are not allowed for health and safety reasons. Only clear nail varnish is allowed.

**Jewellery**

Jewellery must not be worn with the exception of a wrist watch and one pair of small metal ear studs located in the lower lobe. All students and their parent/carers should be aware that the Academy cannot accept any liability in respect of loss or theft of valuable items.

**Hairstyles**

The Academy will take a strict line on inappropriate hairstyles/hair colouring- only ‘natural’ hair colours are permitted, no ‘tram lines’, patterns or messages to be cut into the hair.

**Tattoos and piercings**

The tattooing of any young person under the age of 18 is illegal, tattoos are therefore not allowed. Students are not allowed to have piercings, apart from one small metal stud in each ear located in the **lower lobe**. Parents/carers are requested to withhold their consent for body or facial piercing but in any event, students who do not comply with this requirement will have to remove their jewellery. This will still be the case even if the piercing has recently been done.
Years 12-13 In keeping with a modern sixth form the Post 16 students at Shenley Academy are permitted to wear their own choice of clothing in keeping with a smart, casual appearance. However, students attending lessons at other centres within the collegiate must ensure that they find out, and adhere to the dress policy for that centre. The Academy extends the students this privilege in line with the maturity expected of all Sixth Form students. There are occasions when Sixth Form students will be required to wear business dress (presenting to outside agencies etc) however students will be given ample warning of this expectation.

Student should not wear clothes that reveal excessive amounts of flesh (such as shorts), torn clothing or clothes displaying offensive logos / images.

Equipment
All students must be properly equipped for the Academy so that appropriate learning can take place without disruption. The Academy will issue all students with a Planner / Organiser to help with personal organisation. It is vital students bring correct equipment and have it with them at all times. All students must have:

- Blue or black pens
- Pencil
- Ruler
- Rubber
- Pencil sharpener
- Their planner
- Appropriate books

All students must have appropriate kit for physical and practical activities,
A bag of a reasonable size to carry equipment and books to and from the academy can be purchased through the academy and from our uniform suppliers.

Breaching Uniform/Equipment Policy
Promoting a strong, cohesive, academy identity that supports high standards and a sense of identity among students is difficult if some students look very different from their peers. This can also inhibit integration, equality and the need to promote harmony between different groups represented in the academy. For this reason, students must comply with the Uniform Policy.

If students repeatedly fail to wear correct uniform or to bring the correct equipment the sanction will initially be a detention at the end of the academy day. Persistent failure to comply with the Uniform Policy will be treated as defiance and suspension or exclusion on those grounds may be appropriate.

Equality and discrimination
In formulating our uniform policy, we have considered our obligation to promote equality of opportunity between students of different racial groups and our obligations not to discriminate unlawfully on the grounds of sex, race, disability, sexual orientation, religion or belief.

We are sensitive to the need to adapt our uniform occasionally to meet the requirements of religious observance. However the freedom to manifest a religion or belief does not mean that an individual has the right to manifest their religion or belief at any time, in any place, or in any particular manner and advice should be sought from Academy Pastoral staff as we also need to ensure health, safety and the protection of the rights and freedoms of others.
Home to school travel
We encourage students to walk to school and have given consideration to this when determining the design and style of uniform.

We are not liable for property brought onto our premises. We are therefore not liable for students’ bicycles or scooters being stolen or damaged by a third party whilst on the academy site. As the immediate roads are extremely busy, it is the responsibility of the parent/carer to ensure that their child is suitably competent to ride the bicycle or scooter (that the bike/scooter is suitably roadworthy) and to ensure that they use appropriate safety equipment, including a helmet.

Whilst we will always exert our duty of care, we are only responsible for safety on the school journey where we have specifically arranged transport.
Uniform Policy - Appendix 2

Guidance document

Cost

The Department for Education’s (DfE) Admissions Code (December 2014) highlights the importance of the cost of uniform and that policies regarding school uniform do not discourage parents from applying to a school of their choice because of cost. Academies will therefore be expected to consider the needs of every group and any existing suppliers of school uniform.

In sourcing school uniform, each academy should be able demonstrate how best value has been achieved i.e. keeping compulsory branded items to a minimum and where possible the parents’ availability to purchase these from supermarkets.

Where suppliers are used, single service contracts and cash back arrangements should be avoided and any savings negotiation should be passed on to the parents. Details of where uniform can be purchased should also be set out in Appendix 1 of the above Policy.

Academies are also expected to keep the cost of supplying the uniform under review.

Equality

The academy should widely consult on its proposed uniform policy or any changes to an established policy and document the consultation process undertaken, and the decisions taken in weighing up competing points of view. To minimise the risk of wider challenge the academy may wish to seek input from relevant religious communities and/or authorities to demonstrate that it has fully considered the issues.

In determining a uniform policy, academies may decide that the needs of individual groups are outweighed by factors. This may include health and safety, security, teaching and learning, protecting young people from external pressures promoting a strong, cohesive school identity that supports high standards and a sense of identity among pupils, as well as the need to promote harmony between different groups represented in the school. The academy must balance the rights of individual pupils against the best interests of the school community as a whole.

Noting the academy’s obligations under the Equality Act 2010 (Act), many schools have chosen to adopt a neutral or flexible policy i.e. which permit girls to wear trousers instead of skirts. Academies will need to carefully consider any requests from pupils to vary the Policy, and particularly from those who have any of the listed protected characteristics under the Act, including but not limited to disability, religion and gender reassignment (or transgender).

Requests must be reasonable and should be put in writing to the headteacher. Requests should be considered on a case by case basis and with reference to the circumstances and we recommend that any decisions and the reasons for these are documented by the headteacher appropriately.

Challenges to the Policy that cannot be resolved should be escalated using the Parental Concerns and Complaints Policy, however academies may also wish to consider what insurances are in place to meet any claims which may subsequently arise out of a parental complaint.
Non-compliance

The DfE’s non-statutory guidance on school uniform (September 2013) sets out the academy’s right to discipline pupils for breaching rules on appearance or uniform, provided that it is in accordance with the academy’s published behaviour policy.

This includes the headteacher’s (or person authorised by the headteacher) right to ask the pupil return home to remedy the breach.

If a pupil is asked to return home to remedy the breach, the DfE is clear that this is not an exclusion but should be considered as an authorised absence. If, however, the pupil breaches the Policy in such a way as to be sent home to avoid school, the pupil’s absence may be considered as an unauthorised absence. In both cases the pupil’s parents must be notified and the absence should be recorded.