



Template Uniform Policy

Document provenance

This policy was approved as follows –

Executive Leadership Team

Date: October 2019

Frequency of review:

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every two years. Should no substantive changes be required at that point, the policy will move to the next review cycle

ELT Owner: National Director of Education

Summary of changes at last review:

- Appendix 1 - removal of “boys wear” and “girls wear”

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.

Template Uniform Policy

1. Introduction and purpose

- 1.1. This is the Uniform Policy (**Policy**) of E-ACT and applies to Shenley (**academy**) including the Early Years Foundation Stage (**EYFS**) where applicable.
- 1.2. This policy is published on the academy's website which is available in hard copy on request from [Dr Bartlett].

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 academies in England \(Equality and Human Rights Commission, July 2014\)](#);
 - iii. Academy admissions code: Statutory guidance for admission authorities, governing bodies, local authorities, academies adjudicators and admission appeals panels (DfE, December 2014);
 - iv. Exclusion from maintained academies, academies and pupil referral units in England: Statutory guidance for those with legal responsibilities in relation to exclusion (DfE, September 2017); and
 - v. [Academy uniform: Guidance for governing bodies, academy leaders, academy 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 Learning Manager

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 Headteacher, or a person authorised by the Headteacher 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 Headteacher, 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 Headteacher, 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 Headteacher 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

- 9.1. Compliance with the uniform policy will be monitored within the academy by the headteacher

Uniform Template Policy - Appendix 1

Uniform Requirements Shenley academy

Uniform

All students wear:

Main Uniform

- Plain black tailored trousers or skirt
- Plain white school shirt
- Academy tie – clip on
- Black /red v-neck sweater with Academy badge
- Plain black formal school shoes (leather or leather like material without a logo)
- Black tights only with skirts (no footless tights or leggings)
- Dark socks with trousers

NB

No black jeans/jean style trousers, leggings/stretch material or skinny fit.

Skirts must be knee length and tailored

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

- Plain black outdoor coat- ideally one which is waterproof and warm.
- Plain black hat/gloves/scarf
- A suitable bag to carry required books

NB

Hooded tops must not be worn at any time. If they are seen, they will be confiscated until the end of the academy day.

Outdoor wear must not be worn inside the academy building

PE Kit

All students wear:

Indoor/Outdoor

- Black/red polo shirt with badge

- Black/red long sleeved sports top with badge
- Black/red shorts with badge
- Black/red socks
- Trainers
- Football boots
- A suitable gym bag

Dance Kit

- Black/red polo shirt with badge (same as PE)
- Plain black tracksuit bottoms with red piping or Shenley PE Shorts
- Black leggings can be worn, but must have Shenley Academy shorts over the top

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

Appearance

Pupils are not permitted to wear:

(The following)

- Jewellery except for one small stud earring in each pierced ear providing it is in the lower lobe
- Make-up – the academy discourages the wearing of any make-up, including nail varnish, as it is contrary to the business-like values the academy aims to promote. If make-up is worn, then it must be of a very discreet nature.
- Casual shoes, trainers, boots, velcro shoes or stilleto heels
- Coats, jackets or hats must not be worn inside the Academy building
- Accessories
- Jeans, casual trousers etc.

Uniform Template Policy - Appendix 2

Guidance document Shenley academy

Cost

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

In sourcing academy 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 be 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 academy 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 academy. The academy must balance the rights of individual pupils against the best interests of the academy community as a whole.

Noting the academy's obligations under the Equality Act 2010 (Act), many academys 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 academy 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 academy, 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.