



# Bourne End Academy Uniform Policy

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## Document provenance

This policy was approved as follows –

Executive Leadership Team

Date of Approval: October 2021

ELT Owner: National Director of Education:

Date of Review: October 2023

*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*

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 that academies can amend to reflect their practices. Academies should refer to the guidance notes, 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 Bourne End 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 Mrs Louise Cowley, Headteacher.
- 1.3. The trust supports the views of the Department of Education (DfE) in relation to the aims and purpose of school uniform. The DfE strongly encourages schools to have a uniform as it can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

## 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, September 2021).
- 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 \(DfE, Updated April 2020\)](#);
  - 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 \(DfE, September 2021\)](#);
  - 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. In most cases, uniform will also be worn for educational visits, except where specifically indicated otherwise in the arrangements for the visit. Similarly, academies may, from time to time, suspend the requirement for pupils to wear uniform – for example, for charitable events such as non uniform days. Pupils and their parents/carers will always be notified in advance.

- 4.2. Academies are unable to take responsibility for any item of clothing, including uniform, whilst pupils are in the academy, or travelling to or from the academy. All items of uniform must be clearly marked with the pupil's name and tutor group. Please refer to Appendix 1 for the academy's uniform requirements.
- 4.3. Pupils are required to wear uniform correctly and responsibly. Through their adherence to the academy's uniform policy, pupils are representing both themselves and their academy, and demonstrating the high expectations of the academy community. Accordingly, the academy may discipline any pupil in accordance with the academy's Behaviour Policy if he or she is not wearing the correct uniform in the way set out in the academy's Uniform Policy.
- 4.4. Pupils who do not have the complete or correct uniform must provide their Tutor or Year Leader with a note explaining the reason why. The expectation is that instances of incorrect uniform will be remedied as soon as possible, and usually by the next school day at the latest. Where this is unlikely to be the case, the pupils' parents/carers should contact the appropriate member of staff at the academy (usually the year group leader or manager, or senior leader in charge of pastoral matters) to discuss how the academy's uniform expectations will be met.
- 4.5. Where appropriate, pupils who breach the Policy may be asked by the Headteacher, or a person authorised by the Headteacher, to remedy the breach as soon as possible. This might, for example, include promptly removing unauthorised items such as jewelry, or returning home for a brief period to remedy the breach.
- 4.6. In exceptional cases, financial assistance or other support may be available for parents or carers, through, for example, a hardship fund administered by the academy.
- 4.7. The academy will consider reasonable requests to alter the academy uniform, for example for transgender pupils, for genuine religious requirements and reasonable adjustments for disabled pupils. 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 Complaints Policy.

## 5. Symbols of faith

- 5.1. Certain items of jewelry, 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 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. Where possible, secure storage (for example, lockers) are available during PE lessons. All uniform and PE kit must be clearly labelled with first name, surname and tutor group.

## 8. Monitoring and compliance

- 8.1. Compliance with the uniform policy will be monitored within the academy by the Headteacher. Application of the policy will usually be overseen by leaders nominated by the Headteacher, and by staff throughout the academy.

## Uniform Template Policy - Appendix 1

### Uniform Requirements Bourne End Academy

#### Uniform

#### YEAR 7-11 SCHOOL UNIFORM

- Bourne End Academy blazer (black with Bourne End Academy school badge).
- Academy tie Red and Silver (current year 8-9 may wear silver and burgundy until September 2021, current year 10-11 may wear silver and burgundy until they leave).
- White Shirt with collar and **top button fastened** at all times.
- Black V neck jumper (current year 8-9 may wear black or burgundy until September 2021, current year 10-11 may wear their burgundy jumper until they leave) .
- BEA Kilt (current year 8-9 may wear a pleated black skirt until September 2022, current year 10-11 may wear pleated black skirts until they leave) or smart tailored black trousers.
- Plain black socks or black/flesh coloured tights .

#### PE Kit

#### All pupils wear:

1. T-Shirt: Regulation BEA black and red t-shirt (current year 8-9 may wear burgundy until September 2021, current year 10-11 may wear burgundy until they leave)
2. Trainers: Must be sports trainers and not fashion trainers
3. Astroturf or moulded stud boots
4. Football socks – black; white ankle sock/sports socks
5. Black shorts or black skorts
6. Tracksuit top: This is optional, however, **It must be BEA branded** – Red round neck sweat shirt, black zip up sports top. BEA hoodies may be worn on PE days but will be removed during lessons.
7. Tracksuit bottoms: Must be plain black or with a **small** sports logo. (with or without the BEA logo)

8. Leggings: Must be plain black sports leggings or with a **small** sports logo. (with or without the BEA lettering) Fashion leggings are not acceptable.
9. Coats: This is optional. It must be the BEA shower proof jacket. No other jackets will be acceptable
10. Base layers: Plain black or white base layers may be worn under the PE kit. They are not to worn instead of the PE kit.

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

### **Appearance**

- Black leather flat formal shoes. Shoes that look like trainers will not be acceptable. Please refer to the help guide for images for clarity.
- Plain coat (denim, leather and suede jackets are not permitted). Coats are not to be worn whilst inside the Academy building.
- Plain black scarf and/or hat and/or gloves. These will need to be removed before entering the Academy building.
- Single stud of **plain** gold/silver in each ear (no diamante/pearl/coloured/spike styles permitted). If newly pierced ears, they must be taped up for six weeks when taking part in PE lessons.
- Hair colour must be of **natural colour** and have no patterns etc.
- Students are not to wear rings or necklaces to school
- Nail Varnish, acrylic nails, gel nails and false eyelashes are not permitted
- Make up must be natural. The school has the final decision on what is deemed natural

### **SIXTH FORM DRESS CODE**

1. Students are expected to dress smartly to reflect the level of professionalism expected in the Sixth Form.
2. Professional, business-like attire, reflecting a position of responsibility in the community and the stage they are at towards professional employment.
3. Dress to set a positive example to others in the school community.

4. Promote the professional ethos of BEA to the wider community .
5. Appropriate for the learning environment.

#### **EXPECTED STANDARD OF BUSINESS-LIKE ATTIRE**

- Smart shirt, blouse or top
- Tie
- Smart trousers or knee length skirt .
- Smart shoes .
- Smart coat or jacket (these are not to be worn in the classroom or other designated study spaces).
- Smart plain backpack or shoulder bag with no logos or striking patterns.
- Students will be sent home to change on arrival if not meeting the expectations for the Sixth Form.



## Uniform Template Policy - Appendix 2

### Guidance document Bourne End Academy

#### **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 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 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, 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 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.