Uniform Policy

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Policy Owner:	Jyoti Pankhani

Table of Changes Made Since Last Version

Paragraph	Summary of Change/s
N/A	N/A

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning
DfE	Department for Education
EHCP	Education, Health and Care Plan
LGB	Local Governing Body
PP	Pupil Premium
R2L	Ready to Learn – a slip issued when a pupil does not meet the school's Ready to Learn requirements, including full uniform compliance
SEND	Special Educational Neds and Disabilities
SENCO	Special Educational Needs Coordinator
SLT	Senior Leadership Team

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1. Rationale

1.1. At Southfield, we believe that a consistent, smart and well-maintained uniform supports a culture of readiness, pride and belonging. Uniform is not merely a dress code — it is a visible expression of The Southfield Way: Be Ready, Be Respectful, Be Responsible, and Be Proud to Be Southfield.

1.2. Wearing uniform correctly everyday signals that students are prepared to learn, respect the school community and take responsibility for the impression they make. It also ensures that all students are treated equitably regardless of background, removing visible markers of socioeconomic difference and supporting an inclusive, aspirational environment.

1.3. This policy applies to all students in Years 7 to 13. It should be read alongside the school's Behaviour Policy and the Home–School Agreement, which parents and students commit to upon enrolment.

2. The Southfield Way – Uniform and Values

2.1. Uniform is directly linked to our core values:

2.1.1. Be Ready — arriving in correct uniform each day demonstrates that a student is prepared and ready to learn. Uniform compliance is a Ready to Learn (R2L) requirement.

2.1.2. Be Respectful — wearing uniform correctly shows respect for the school community, staff and fellow students. It contributes to a calm and purposeful environment.

2.1.3. Be Responsible — students are responsible for maintaining their uniform and for informing parents or carers promptly if items are lost, damaged or outgrown.

2.1.4. Be Proud to Be Southfield — students wearing uniform in school and in the wider community represent Southfield School. The standard of dress reflects the values and reputation of the whole school community.

3. Aims of the Policy

3.1. The purpose of this policy is to:

3.1.1. Set out clear and consistent uniform expectations for all students

3.1.2. Ensure that uniform requirements are reasonable, proportionate and affordable

3.1.3. Promote a sense of community, equality and pride across the school

3.1.4. Support students in being Ready to Learn each day

3.1.5. Provide clear guidance on consequences for non-compliance

3.1.6. Ensure the school meets its legal duties under equalities and SEND legislation

3.1.7. Ensure the policy is applied fairly, consistently and with appropriate flexibility where circumstances require it

4. Legislation, Statutory Requirements and Statutory Guidance

4.1. This policy has been developed in accordance with the following legislation and statutory guidance:

4.1.1. DfE Cost of School Uniforms Statutory Guidance (updated 23 October 2025)
4.1.2. The Equality Act 2010
4.1.3. The Human Rights Act 1998 (Article 9 – freedom of religion or belief)
4.1.4. The Education Act 1996 and Education Act 2011
4.1.5. Keeping Children Safe in Education 2025 (statutory safeguarding guidance)
4.1.6. Special Educational Needs and Disability (SEND) Code of Practice
4.1.7. Behaviour in schools: advice for headteachers and school staff (February 2024)

4.2. Under DfE statutory guidance, schools must ensure that their uniform policy:

4.2.1. Is cost-effective and does not place an unreasonable financial burden on families
4.2.2. Does not unlawfully discriminate on the basis of any protected characteristic, including race, religion or belief, sex, disability or gender reassignment
4.2.3. Makes reasonable adjustments for pupils with SEND or medical conditions
4.2.4. Accommodates requests related to religious or cultural observance where reasonable and practicable
4.2.5. Is clearly communicated to parents, carers and pupils
4.2.6. Is published on the school website

5. Roles and Responsibilities

5.1. The **Local Governing Body** is responsible for:

5.1.1. Approving and reviewing this Uniform Policy
5.1.2. Ensuring the policy is applied consistently, fairly and in accordance with equalities legislation
5.1.3. Monitoring the effectiveness of the policy through regular reports from the Headteacher

5.2. The **Headteacher** is responsible for:

5.2.1. Implementing and overseeing the Uniform Policy
5.2.2. Ensuring that all staff apply the policy consistently
5.2.3. Approving exemptions and adaptations where appropriate
5.2.4. Ensuring that the policy does not place undue financial burden on families

5.3. **Staff** are responsible for:

5.3.1. Modelling professional standards of dress and appearance
5.3.2. Challenging students who are not in correct uniform, in accordance with this policy
5.3.3. Issuing R2L slips and recording uniform non-compliance on Arbor

5.3.4. Making contact home as form tutor uniform expectation

5.3.5. Referring persistent non-compliance to the pastoral team discuss

5.4. **Parents and Carers** are responsible for:

5.4.1. Ensuring their child arrives at school each day in correct, full uniform — as committed to in the Home–School Agreement

5.4.2. Ensuring uniform is maintained in good condition and replaced promptly when needed

5.4.3. Informing the school of any circumstances that may temporarily prevent their child from wearing full uniform

5.5. **Students** are responsible for:

5.5.1. Wearing full, correct uniform from the moment they arrive on the school site until they leave

5.5.2. Maintaining their uniform in good condition

5.5.3. Adhering to personal appearance expectations at all times

5.5.4. Taking responsibility for bringing the correct PE kit on timetabled days

6. Uniform Expectations

6.1. All students are expected to wear the correct uniform from arrival and throughout the school day. Uniform is an outward sign of pride and readiness and must always be worn correctly and in full unless an agreed specific adaptation is in place.

6.2. The following table sets out what is and is not acceptable:

Item	Acceptable	Not Acceptable
Southfield blazer	Southfield blazer with year group colour patch (visible on left lapel) and House badge	Blazer in bag or being held Non-Southfield blazer Blazer worn without visible year group patch or House badge
Blouse	Plain white blouse Optional base layer	No jumpers are permitted over the blouse Polo shirts; sweatshirts; hoodies; coloured shirts.
Skirt / Trousers / Shorts	Southfield school skirt Southfield School trousers Southfield School shorts	Non-branded skirts or trousers; denim; leggings; tracksuit bottoms; sports shorts; skinny-leg trousers
Shoes	Sensible, plain black school shoes; plain black ankle boots	Trainers (any colour or style); canvas shoes (e.g. Vans/Converse); Crocs; heeled shoes; boots above the ankle

Item	Acceptable	Not Acceptable
Socks / Tights	Plain black socks; plain black tights	Coloured or patterned socks or tights; socks with coloured logos, leg warmers
Outerwear	Coat removed in classrooms	

6.3. The Southfield blazer must always be worn. It may be removed in lessons; it must be worn correctly with the year group colour patch and House badge visible on the left lapel.

6.4. Outdoor coats must be removed upon entering classrooms and cannot be worn instead of the blazer inside the building.

6.5. Shorts are available as a Southfield uniform option and are an acceptable alternative to the school skirt or trousers.

6.6. Ankle boots are acceptable provided they are plain black and flat-soled. Boots must not go above the ankle.

6.7. Where a student is temporarily unable to wear an item of uniform (e.g. due to medical reasons or a bereavement), parents or carers should contact the school and a yellow R2L slip for a period of time will be issued.

7. Physical Activity Kit

7.1. Students must bring the correct Southfield PE kit on timetabled Physical Education days. Students are expected to change for PE in the PE changing rooms and must wear full school uniform when travelling to and from school.

7.2. The following table sets out what is and is not acceptable:

Item	Required	Not Acceptable
Top	Black, Grey White plain T-shirt or Optional Southfield School polo shirt	Other coloured t-shirts
Hoodie	Southfield School hoodie	Non-branded hoodies or sweatshirts
Shorts / Skort / Leggings	Black sport shorts; plain black skort; plain black leggings	Cycling shorts; non-black shorts; patterned leggings
Footwear	Trainers suitable for sport	School shoes, vans, crocs, converse

7.3. Southfield branded PE kit is available from Price and Buckland: Search for Southfield . All items should be clearly named.

7.4. Where a student is unable to participate in PE for medical reasons, written confirmation from a parent or carer is required. Long-term medical exemptions require a medical note.

7.5. Long hair must be tied back for PE. Jewellery must be removed for all physical activity.

8. Personal Appearance

8.1. Hair

8.1.1. Hair must be of a natural colour.

8.1.2. Where hair is long, it must be tied back for PE lessons and practical or science lessons for health and safety reasons.

8.1.3. Hair accessories should be discreet and in keeping with the school's uniform colours.

8.1.4. Where a hijab, durag or head covering is worn for religious, cultural or medical reasons, this must be plain, black, grey or burgundy to reflect the school colours and without logos or decorative features.

8.1.5. Any requests for alternative colours or styles on religious or cultural grounds will be considered sympathetically and in line with the school's equality duties.

8.2. Make-Up

8.2.1. Make-up, if worn, must be natural and subtle.

8.2.2. Heavy foundation, coloured eyeshadow, bright lip colours, and false eyelashes or eyelash extensions are not permitted.

8.2.3. Nails must be a single, natural colour and kept short. Gel or acrylic nails that present a health and safety risk are not permitted.

8.3. Jewellery

8.3.1. The following jewellery is permitted:

8.3.1.1. A maximum of 2 plain stud earrings per ear

8.3.1.2. 1 plain nose stud (nose rings or hoops are not permitted)

8.3.1.3. 1 watch and 1 plain bracelet

8.3.1.4. 1 plain ring per hand

8.3.2. All jewellery must be removed for Physical Education and practical lessons for health and safety reasons.

8.3.3. Smart watches must be switched of and kept in bags during the school day.

8.3.4. The school accepts no responsibility for lost or damaged jewellery.

8.3.5. Smart watches will not be permitted into exams venues.

9. Essential Equipment

9.1. Being Ready to Learn means arriving at school each day with the correct equipment. Students must have the following with them every day:

9.1.1. Black pen
9.1.2. Green pen (for peer and self-assessment)
9.1.3. Pencil
9.1.4. Ruler
9.1.5. Scientific calculator
9.1.6. Wired headphones (required for certain assessments and learning activities)

9.2. Students without the correct equipment may receive an R2L slip.

9.3. Persistent failure to bring equipment will be treated in the same way as other Ready to Learn non-compliance.

9.4. The school will make reasonable efforts to support students who are regularly without equipment, and form tutors and pastoral staff will liaise with parents or carers where this becomes a concern.

10. Adaptations, Exemptions and Equality

10.1. Medical and SEND Adaptations

10.1.1. The school recognises that some students may require adaptations to the uniform for medical or SEND-related reasons. This may include:

10.1.1.1. Adaptations to footwear or clothing for physical health conditions
10.1.1.2. Adjustments for sensory processing differences
10.1.1.3. Modifications to support a pupil's identified SEND provision

10.1.2. Requests for adaptations should be directed to the Form Tutor, SENCO or the Head of House.
10.1.3. Where an adaptation is agreed, it will be recorded and communicated to relevant staff to ensure consistent application across the school.
10.1.4. A review date will be set at the time the adaptation is agreed, with the intention of reassessing the pupil's needs and, where possible, working towards a return to the standard uniform.
10.1.5. The school will always seek to make reasonable adjustments in line with its duties under the Equality Act 2010 and the SEND Code of Practice.

10.2. Religious and Cultural Expression

10.2.1. The school is committed to ensuring that its uniform policy does not unlawfully restrict a student's right to religious or cultural expression.

10.2.2. Students who wish to wear items of religious or cultural significance (such as a hijab, turban, or kara) should speak to the pastoral team in the first instance.
10.2.3. Requests will be considered carefully, sympathetically and in line with the school's equality duties.

10.2.4. Where an item is agreed, it must, where possible, be in the school's uniform colours.

10.3. Temporary Exemptions

10.3.1. Where a student is temporarily unable to wear full uniform — for example due to a bereavement, an emergency, or while a replacement item is being sourced — parents or carers should contact the school in advance where possible.

10.3.2. Students should report to their form tutor or the pastoral team with a parental note.

10.3.3. A temporary uniform exemption will be issued where appropriate, and the student will not be penalised during the agreed exemption period.

10.3.4. Students are expected to return to full uniform as soon as possible.

11. Supporting Families

11.1. The school recognises that the cost of uniform can place a financial burden on some families. In line with DfE statutory guidance, the school is committed to keeping uniform costs reasonable and minimising the financial impact on families. In support of this:

11.1.1. The school will keep the number of branded items to a minimum - School Blazer, Skirt (or Trouser/Shorts), PE Hoodie.

11.1.2. Branded items will be available from a supplier offering competitive pricing. Details are available on the school website.

11.1.3. The school maintains a stock of good-quality second-hand uniform items available to families who need them. Details of how to access second-hand uniform are on the school website or parent/carers can contact the school office in confidence to access this provision.

11.1.4. Pupil Premium funding may be used to support eligible families with the cost of uniform. Families in financial difficulty should contact the school in confidence to discuss what support is available.

11.1.5. The school will provide reasonable notice of any changes to the uniform and will not require families to replace items that are no longer in fashion immediately.

11.1.6. Where non-compliance is suspected to be due to financial hardship, a considerate approach will be taken and pupils will not be removed from classroom teaching, they will be offered support with uniform.

12. Adherence and Sanctions

12.1. Uniform compliance is part of a student's Ready to Learn (R2L) requirements. The school's Behaviour Policy sets out the full R2L framework. The following sanctions apply specifically to uniform and personal appearance non-compliance:

Trigger	Sanction
Incorrect uniform or non-compliance with personal appearance expectations	Ready to Learn (R2L) slip issued
2 R2L slips in one week (including uniform-related)	Lunchtime Detention
4 or more R2L slips in one week	After-School Detention
Persistent non-compliance or refusal to change into correct uniform	Removal to Isolation pending resolution; parental contact made
Repeated uniform non-compliance with the same issue following previous sanctions	Formal parental meeting: continued non-compliance could result in further sanctions, including suspension

12.2. Where a student arrives in incorrect uniform:

12.2.1. Staff will challenge the student and issue an R2L slip, recorded on Arbor

12.2.2. Parents and carers will be notified via email and through the Arbor app

12.2.3. Where possible, a replacement item will be offered on loan for the day

12.2.4. Students who refuse to change into a loaned item or who persistently arrive in incorrect uniform may be removed to Isolation while the matter is resolved and parents or carers are contacted

12.3. By signing the Home–School Agreement at the point of enrolment, parents and students acknowledge their commitment to the uniform expectations set out in this policy. The school will always seek to resolve uniform issues supportively before escalating to formal sanctions, and pastoral staff will liaise with families where there are underlying concerns.

12.4. Students wearing Southfield uniform outside of school represent the school community. Where behaviour in uniform outside school falls below the standard expected, or brings the school into disrepute, this may be treated as a disciplinary matter in accordance with the school's Behaviour Policy.

13. Sixth Form Dress Code

13.1. Sixth Form students are not required to wear school uniform; however, they are expected to dress in smart business wear at all times during the school day.

13.1.1. Trousers: Smart plain, striped or checked trousers, including tailored and ¾ length styles, are permitted. Jeans, cargo trousers, leggings and leather-style trousers are not permitted.

13.1.2. Skirts and dresses: Skirts and dresses must be a smart style and reach at least halfway down the thigh. Lycra, denim and skater-style skirts, and dresses with spaghetti straps, are not permitted.

13.1.3. Tops and shirts: Tops and shirts must be smart and plain, striped or checked. Translucent, low-cut or midriff-exposing items, vests with spaghetti-style straps, and shirts worn open over other tops are not permitted.

13.1.4. Jumpers and cardigans: Smart jumpers and cardigans are acceptable. Sweatshirts, hoodies, and items bearing slogans or printed images are not permitted.

13.1.5. Footwear: Smart shoes, ankle boots, ballet pumps, or (in Terms 5 and 6) sandals with ankle straps are acceptable. Trainers, Converse, canvas shoes, Crocs, sliders, open-backed shoes and Ugg boots are not permitted.

13.1.6. Healthy Active lessons: Students should wear plain jogging bottoms, mid-length shorts or leggings, a plain t-shirt or sweatshirt with small logos only, and appropriate trainers. Lycra-style shorts, cargo trousers, large-logo or printed tops, and Crocs, sliders or flip flops are not permitted.

13.1.7. Hair: Hair must be styled in a manner befitting a smart business environment. Where hair is dyed, it must be a natural colour. Head coverings worn for religious purposes should be plain in colour; plain black durags are permitted.

13.1.8. Jewellery and piercings: Jewellery must be appropriate for a professional setting. Ear and nose studs are permitted; septum and other visible piercings are not. All piercings must be removed for active lessons.

13.1.9. On designated Dress Down Fridays, student dress must remain appropriate for the school environment; crop tops and spaghetti straps are not permitted. Lanyards must be worn at all times.

14. Monitoring Arrangements

14.1. The school will monitor the application of this policy to ensure it is being implemented fairly, consistently and in a way that does not disproportionately affect any group of pupils. This includes analysis by year group, SEND status, Pupil Premium eligibility and other protected characteristics.

14.2. Data on uniform-related R2L slips and sanctions will be reviewed termly by the Senior Leadership Team and included in behaviour reports to the Local Governing Body. This policy will be reviewed annually by the Headteacher and Local Governing Body, or more frequently if required by changes to legislation, guidance or operational practice.

15. Links With Other Policies

15.1. This Uniform Policy should be read in conjunction with the following school policies:

15.1.1. Behaviour Policy

15.1.2. SEND Policy

15.1.3. Equality Policy

15.1.4. Child Protection and Safeguarding Policy

15.1.5. Attendance Policy

15.2. This policy should be read in conjunction with all related policies available on the school website.