

## Non-compliance with School Uniform Policy

If a pupil is not wearing the correct uniform from September 2018 onwards as stipulated in our policy on the website (and confirmed by letter to all parents on 17<sup>th</sup> July 2018) the following steps will be taken:

- 1) A member of staff (which may be the child's class teacher), will ask the parent whether there are any known reasons why the child is unable to wear/have the specified school uniform item.
- 2) Should there be any legitimate reason for non-compliance, then the parent must notify the Head or Deputy Head Teacher immediately in writing, so that reasonable adjustments can be made (Equalities Act 2010).
- 3) If there is no apparent reason for the non-compliance, a warning letter will be sent, giving the parent five working days from the date of the letter to purchase the required uniform. During this time the child will be required to leave their non-uniform item(s) in the Main Office during the day and may take an indoor mid-morning and lunchtime break if without the item it would not be appropriate to go outside.
- 4) Should the parent persist in not complying with the policy, then we have no alternative but to ask them to collect their child and bring them back with the required item of uniform. **This is not an exclusion but an authorised absence. This should take no longer than is strictly necessary.**
- 5) If parents continue to breach the uniform rules, or it takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as an unauthorised absence. The absence will be recorded on the pupil record and normal procedures begun with the Local Authority.
- 6) If the issue persists then action may be taken in line with our Behaviour for Learning Policy and ultimately legal requirements for exclusion.