



The Burgess Hill Academy

Uniform and Appearance Policy

2026-27

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Ratified by:	TBHA LGB	Date:	September 2026
Next Review date:	July 2027		



1. Purpose

The Burgess Hill Academy has a clear uniform because it supports:

- a strong sense of belonging and academy identity;
- high expectations and readiness to learn;
- equality between students;
- safety and practicality;
- a calm and purposeful academy environment;
- consistency and clarity for students, parents and staff.

This policy sets out the academy's uniform and equipment requirements, expectations for appearance, arrangements for affordability and second-hand uniform, reasonable adjustments and the responsibilities of students, parents and staff.

The academy will apply this policy consistently, fairly and proportionately.

2. Legal and statutory framework

This policy has regard to:

- the Education Act 1996;
- the Education and Inspections Act 2006;
- the Education (Guidance about Costs of School Uniforms) Act 2021;
- the Equality Act 2010;
- the Human Rights Act 1998;
- Department for Education statutory guidance on the cost of school uniforms;
- Department for Education guidance on developing a school uniform policy;
- current guidance on behaviour in schools.

The academy will ensure that uniform costs are reasonable, provide best value for money, maintain access to second-hand uniform and avoid unnecessary changes to uniform requirements.

3. Equality and reasonable adjustments

The academy will comply with the Equality Act 2010 and will consider individual requests relating to disability, SEND, medical need, religion or belief, culture and other protected characteristics.

The academy will:

- allow students to select from the approved uniform items rather than allocating items according to sex;
- permit appropriate religious and cultural dress where this can be worn safely;
- consider adaptations required because of disability, SEND, sensory need or medical condition;
- ensure that hair and appearance expectations are applied fairly;
- take account of health and safety requirements;
- consider each request individually.

Students and parents should contact the relevant pastoral leader where an adjustment is requested. Agreed adjustments will be communicated to staff who need to know.



4. Affordability and value for money

The academy recognises that uniform creates a cost for families and will seek to:

- limit compulsory branded items;
- allow generic items to be purchased from a range of retailers;
- avoid unnecessary branded coats, bags, footwear or accessories;
- keep optional branded items to a minimum;
- avoid frequent changes to uniform specifications;
- provide reasonable notice of significant changes;
- maintain access to second-hand uniform;
- support families experiencing financial difficulty.

Parents experiencing difficulty meeting the cost of uniform should contact the academy. Requests will be handled sensitively and confidentially.

5. Academy uniform, appearance and equipment requirements

Equipment Required

All students are expected to bring the following equipment to school each day:

- 2 x Pen (Black/Blue)
- 2 x Mini-whiteboard Pen and Rubber
- 2 x Pencil
- 1 x Green Pen
- 1 x Glue Stick
- Highlighters
- Pencil Sharpener
- Ruler (30cm)
- Rubber
- Compass
- Protractor or angle measure
- Scientific calculator (We recommend students have the Casio FX-85GTCW)
- Sketching pencils (containing 2H, HB, 2B, 4B, 6B)

Our Academy Uniform

Uniform

- The Burgess Hill Academy blazer*
- Plain white shirt
- Dark grey (charcoal) school trousers, The Burgess Hill Academy shorts* or The Burgess Hill Academy skirt*
- The Burgess Hill Academy tie* must be worn at waist length, clearly displaying the academy emblem, with the knot sitting neatly against the fastened top button of the shirt.
- Plain black footwear. No other colour is permitted on the footwear, including logos or laces



Optional Uniform

- The Burgess Hill Academy navy jumper*

PE Kit

- The Burgess Hill Academy navy-blue sweatshirt* or navy-blue quarter-zip top*
- The Burgess Hill Academy blue polo shirt*. The Burgess Hill Academy white polo shirt may be worn until the end of the academic year 2026-27.
- Navy or black, loose-fitting, mid-thigh to knee-length shorts. Skorts are not permitted.
- Cuffed tracksuit bottoms and/or track, stadium or training pants
- Sports trainers

Optional PE Kit

- Navy or black, loose-fitting tracksuit bottoms
- Navy socks
- Black or navy sports leggings to be worn under navy or black, loose-fitting, knee-length shorts for trampolining, gymnastics or cheer only
- Long-sleeved navy polo shirt, sweatshirt and/or lightweight rain jacket
- Navy base layer or modesty top with longer sleeves

*In the interests of consistency and ensuring that the appearance of the uniform remains one of smartness rather than fashion, these items will display The Burgess Hill Academy logo and will only be available through our registered suppliers.

Rules and Expectations

How to Wear Our Uniform

- Students should wear their uniform with pride and keep it to the highest standard.
- Ankle warmers and accessories must not be worn over the uniform.
- Socks must be plain black or white and must not be worn over tights.
- Leggings must not be worn.
- Fashion sweatshirts or hoodies must not be worn inside the academy and, if seen, will be confiscated. ¹
- Shirts must be tucked in (this requirement will take effect from 2nd November 2026)
- The top collar button of the shirt must be fastened (this requirement will take effect from 2nd November 2026)
- Skirts must not be rolled up or altered in any way. ³
- Skirts must be worn at mid-knee length or longer (this requirement will take effect from 21st June 2027)

Hair

- Hair should be worn in a tidy manner.
- Hair should be tied back as appropriate for lessons and activities such as PE and science for health and safety reasons.
- When hair is tied back, it should be secured with an elastic hairband.



- Hair should be a natural colour. Unnatural or brightly coloured hair dye is not permitted (this requirement will take effect from 4th January 2027)
- Haircuts should not be extreme, for example, completely shaved styles or patterns shaved into the hair. Where a judgement is required, the final decision will rest with the Senior Leadership Team.

Make-up, Nails and Eyelashes

- Light, discreet and natural-looking make-up is optional. Heavy make-up is not allowed.
- Nails should be short and natural. False nails, acrylics and nail extensions are not permitted. ²
- Eyelashes should be natural. False eyelashes and eyelash extensions are not permitted. ²

Jewellery and Piercings

- Nose studs/ bars or rings are not allowed (this requirement will take effect from 4th January 2027)
- Jewellery is limited to one pair of stud earrings. No other piercings or hoops, rings, bracelets and necklaces are permitted and will be confiscated. ¹
- Students will be asked to remove piercings for lessons and activities such as PE. They must not tape them or request to keep them in because they are within a six-week healing period. ¹

¹. If this item is seen within the academy it will be confiscated. Parents/ carers will be able to collect this from school.

². If this item is seen within the academy the student will be asked to remove it. Should this not be possible, parents/ carers will be contacted and asked to collect the student for these to be professionally removed and the student will be placed out of circulation.

³. If a student's skirt is rolled-up, the student will receive one strike (recorded on Class Charts). Should a student receive 5 strikes they will not be allowed to wear a skirt in school.

6. Where uniform may be purchased

Branded academy uniform is available from the academy's registered suppliers:

Broadbridges

Lynnem House
1 Victoria Way
Burgess Hill
RH15 9NF
Telephone: 01444 242682

GR Teamwear

Uniform may also be ordered through the supplier's online academy shop.

Current supplier details and purchasing information will be published on the academy website.

Generic items, including white shirts, charcoal trousers, footwear and specified PE items, may be purchased from any retailer provided that they meet the requirements in this policy.



7. Second-hand uniform

The academy will ensure that second-hand uniform is available.

- donations of clean, good-quality uniform;
- second-hand uniform sales;
- uniform exchanges;
- direct support for families;
- arrangements coordinated through the academy or Parent Teacher Association.

The academy website will explain how families can obtain or donate second-hand uniform and who parents should contact.

8. Financial hardship

Parents who are unable to obtain the required uniform or equipment because of financial hardship should contact the relevant pastoral leader or academy office.

The academy may consider:

- access to second-hand uniform;
- temporary loan items;
- support from available hardship funds;
- reasonable time to obtain replacement items;
- referral to suitable local support.

Staff will distinguish between deliberate refusal to comply, a temporary problem, financial hardship, a lost or damaged item, and an unmet SEND, disability, medical, religious or safeguarding need.

9. Expectations during the academy day

- when entering and leaving the academy;
- throughout the academy day;
- while travelling to and from the academy;
- when representing the academy;
- on visits and activities where uniform is required;
- during formal academy events.

Students must arrive correctly dressed and equipped and must not alter their uniform during the day in a way that breaches this policy.

10. Physical education

Students must bring the required PE kit on days when they have physical education or another relevant activity.

The academy will consider reasonable adjustments where a student has a medical condition, disability, SEND or sensory need, religious or cultural requirement, temporary injury or financial difficulty.

Safety requirements apply to jewellery, piercings, hair, nails, footwear and clothing during physical activity.



11. Confiscation

Items prohibited by this policy may be confiscated in accordance with the academy's Behaviour Policy and current statutory guidance.

- be recorded where appropriate;
- be stored securely;
- be returned in accordance with this policy or the Behaviour Policy;
- be handled with reasonable care.

Students must remove any item identified for confiscation when requested to do so by a member of staff. Staff must not use force to remove jewellery, piercings, false nails, false eyelashes or clothing.

12. Responding to breaches

The academy's priority is to secure compliance promptly and allow the student to return to normal academy life.

- a reminder or correction;
- asking the student to adjust their uniform;
- provision of a temporary or loan item;
- confiscation of a prohibited item;
- contact with parents;
- a behaviour sanction;
- temporary placement out of circulation;
- an agreed uniform support plan;
- application of the skirt-strike system set out in section 5.

The response will consider whether the breach is deliberate, whether it can be corrected immediately, previous breaches, financial hardship, SEND, disability, medical need, religion or belief, safeguarding concerns and whether a reasonable adjustment has been requested or agreed.

A student will not be sent home with parents' permission to correct uniform.

Suspension will not normally be used solely for a minor or isolated uniform breach. Persistent defiance of reasonable academy instructions may be addressed under the Behaviour Policy.

13. Skirt-strike system

The specific skirt-strike arrangement is set out without amendment in section 5.

- each identified incident will be recorded accurately on Class Charts;
- the student will be told that a strike has been recorded;
- parents will be informed as appropriate;
- pastoral leaders will monitor repeated strikes;
- any decision that a student may no longer wear a skirt will be communicated clearly to the student and parent;
- reasonable-adjustment, equality, SEND, medical and safeguarding considerations will be reviewed before the final restriction is applied.



14. Roles and responsibilities

14.1 Sussex Learning Trust

- ensure that the academy's policy complies with legislation and statutory guidance;
- provide appropriate challenge and support;
- monitor significant equality, financial or reputational risks;
- ensure that approval follows the Trust's scheme of delegation.

14.2 Local Governing Body

- monitor whether the policy is fair, practical and affordable;
- receive assurance about statutory compliance;
- consider student and parent feedback;
- monitor access to second-hand uniform;
- review the number of compulsory branded items;
- challenge leaders about consistency and equality;
- monitor whether supplier arrangements provide suitable value for money.

14.3 Headteacher

- ensure that the policy is lawful and implemented consistently;
- maintain clear academy-wide expectations;
- ensure that staff understand their responsibilities;
- ensure that hardship and adjustment requests are handled properly;
- address significant inconsistency;
- approve material operational decisions;
- report relevant concerns to the Trust and Local Governing Body.

14.4 Assistant Principal responsible for Behaviour and Culture

- oversee daily implementation;
- ensure that systems and sanctions are clear;
- monitor patterns of non-compliance;
- oversee the skirt-strike system;
- support pastoral leaders;
- check that implementation is fair and consistent;
- coordinate communication with families;
- address recurring issues.

14.5 Pastoral leaders

- respond to uniform concerns;
- communicate with students and parents;
- identify hardship or additional need;
- consider adjustment requests;
- maintain appropriate records;



- support students to correct breaches;
- escalate persistent or significant concerns.

14.6 Staff

- model and reinforce the published expectations;
- challenge breaches consistently;
- avoid creating different personal rules;
- apply academy procedures rather than negotiating individual exceptions;
- respond discreetly and professionally;
- report hardship, equality, safeguarding or SEND concerns;
- follow agreed reasonable adjustments.

14.7 Students

- attend in the correct uniform;
- bring the required equipment;
- wear the uniform as specified;
- follow staff instructions;
- care for academy and personal property;
- raise concerns or adjustment requests appropriately;
- return borrowed items.

14.8 Parents and carers

- ensure that their child has the correct uniform and equipment;
- ensure that uniform is clean, labelled and in suitable condition;
- communicate promptly where there is a difficulty;
- support the academy's expectations;
- arrange collection of confiscated items where required;
- provide relevant information when requesting an adjustment;
- work constructively with the academy to resolve concerns.

15. Complaints

Questions or concerns should normally be raised with the relevant pastoral leader in the first instance.

Where the concern remains unresolved, it may be raised with the Assistant Principal responsible for Behaviour and Culture.

Formal complaints will be considered under the Sussex Learning Trust Concerns and Complaints Policy.

16. Monitoring and review

The academy will monitor:

- consistency of implementation;
- patterns of uniform breaches;
- skirt strikes;
- confiscated items;



- student and parent feedback;
- financial-hardship requests;
- reasonable adjustments;
- complaints;
- equality implications;
- the availability of second-hand uniform;
- supplier cost and value;
- compliance with current statutory guidance.

This policy will be reviewed annually and sooner where legislation or statutory guidance changes, the academy changes its uniform, supplier arrangements change, monitoring identifies an equality or affordability concern, implementation is inconsistent or Sussex Learning Trust arrangements change.

17. Related policies

- Behaviour Policy;
- Equality Information and Objectives;
- SEND Policy and SEND Information Report;
- Accessibility Plan;
- Safeguarding and Child Protection Policy;
- Supporting Students with Medical Conditions Policy;
- Attendance Policy;
- Educational Visits Policy;
- Concerns and Complaints Policy.

Document Version Control

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September 2026	v1		LGB	Headteacher