



## SEND complaints for pupils

If you are unhappy with the special educational needs and disabilities support that you are getting from the school, you can submit a complaint using this form. Please complete and return it to the Headteacher who will accept it and explain what will happen next.

### Your details

<b>Name:</b>	
<b>Form tutor:</b>	
<b>Year group:</b>	
<b>Telephone number (please state whether this is your own, or your parent's telephone number):</b>	
<b>Address:</b>	
<b>Postcode:</b>	

## **Complaint details**

**Please explain what you are unhappy with:**

**Have you already tried to sort this problem out? If so, who did you speak to and what happened?**

**What would you like to change to solve this problem?**

**Would you like the school to inform your parents? If not, would you like a member of staff to provide you with support (please name which member of staff)?**

**Are you including any documents or evidence with this complaint? If so, please explain what these are.**

**Declaration**

I confirm that the information above is correct to the best of my knowledge and understand the school will contact me regarding the stages of my complaint.

**Your name:**

**Signature:**

**Date:**

**School use only**

**Date acknowledgement of complaint receipt sent:**

**Name of sender:**

**Details of complaint referral:**

**Date:**