

**Appendix 1: SEND Complaints Procedure Form**

Name:	Address:
Daytime telephone number:	
Evening telephone number:	
Email:	Postcode:
Which school/setting does your complaint concern?	
Which stage in our Complaints Procedure have you now reached? (Stage 1, Stage 2, or Stage 3)	
For Stage 2 and Stage 3 complaints, please explain what steps you have taken in previous Stages, and what actions the school taken in response.	
What is your complaint concerning, and what action would you like the Trust to take?	
Signed:	Date: