



Leodis  
Academies  
Trust

## APPENDIX 2b

### Stage Two Complaint Form

This Stage Two complaint form is intended for use in initiating a Stage Two complaint to the Trust, following a Stage One response, in line with Section 5.1 of the Policy.

<b>Academy Name</b>	
<b>Relationship with Academy (for example, parent)</b>	
<b>Student(s) name(s) (if relevant to your complaint)</b>	
<b>Your Name</b>	
<b>Your Address</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Please detail the date of the Stage One Complaint Response and explain in your own words why you are not satisfied with the Academy Stage One complaint response. This may include details of:**

- Why you feel your complaint has not been responded to appropriately
- What procedures you feel have not been followed
- Why you feel the investigation was not satisfactorily completed
- Why you feel the response is not fair and balanced

*Please turn over for further questions*

**What actions do you feel might resolve the problem at this stage?**

**Are you are attaching any paperwork? If so, please give details.**

**Signature:**

**Date:**

**Office Use Only**

**Date Received:**

**Date acknowledgement sent:**

**By whom:**

**Complaint Referred to:**

**Date:**