



Annex C

4.1.5 Stage 3 – Complainant Form

Please complete this form and return to the Complaints Coordinator at the Academy who will acknowledge receipt and explain what action will be taken.

Your Name:	
Student Name:	
Your relationship to the student:	
Who is the complaint against?	
Address:	
Postcode:	
Telephone Number:	
Email:	
Please confirm that you wish to progress your complaint to Stage 3.	
Please provide details of why you were dissatisfied with the outcome of the Stage 2 resolution.	
What actions do you feel would resolve the complaint at this stage?	
Are you providing any supporting evidence? If so, please provide details.	
Signature: Date:	