



# Devonshire Primary Academy Complaints regarding SEND Support



Adopted by Governors/HT: Governors  
Review period: Annually  
Last review date: Jun 2023  
Person responsible for policy: SENDCO /  
Headteacher

Devonshire Primary Academy  
Complaints regarding SEND Support Policy

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>Child's Name:</b>	
<b>Class:</b>	
<b>Class Teacher:</b>	
<b>Telephone number:</b>	
<b>Address:</b>	
<b>Postcode:</b>	

**Complaint Details**

<b>Please explain what you are unhappy with:</b>
<b>Have you already tried to sort this problem out? If so, please detail when, who you spoke to and what happened?</b>

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

**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:**