



**COMPLAINTS  
PROCEDURE**

## INSIGHT MAT POLICIES AND PROCEDURES

### CHANGE CONTROL

Date	Issue	Details of change
10/01/2017	0.a	Initial Draft
30/06/2017	0.b	Updated following review by Trustees
19/07/2017	1.0	Updated following approval at Board Meeting 18/07/2017
26/06/2019	1.0	No Changes – approved at Board Meeting 26/06/2019
21/06/2021	1.a	Minor changes following review
30/06/2021	2.0	Updated following approval at Board Meeting 30/06/2021
Summer 2023	2.a	Minor changes following review
Summer 2023	3.0	Updated following approval at Board Meeting 14 <sup>th</sup> June 2023
February 2024	3.a	Policy reviewed
February 2024	4.0	Updated following advice from our legal representatives, Stone King
Spring 2025	4.a	Policy Reviewed
Spring 2025	5.0	Updated following approval at Board Meeting 26 <sup>th</sup> March 2025
Spring 2026	5.a	Policy Reviewed
Spring 2026	6.0	Updated following approval at Board Meeting 15 <sup>th</sup> April 2026

<b>Next Review</b>	Spring 2027
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### **AUTHORISATION**

Approved at the Board Meeting on 15<sup>th</sup> April 2026

Signed:



15.04.2026

Chair of Board

Date

## COMPLAINTS PROCEDURE

### 1. Introduction

- 1.1. The aim of this policy is to resolve complaints or concerns about Insight Multi-Academy Trust (the "Trust"), any Academy within the Trust or any individual connected with the Trust, in a fair, thorough and transparent way. The Trust takes complaints seriously and views them as a chance to learn and improve for the future.
- 1.2. Anyone can make a complaint, but a different process applies depending on whether the person raising the complaint is a parent /carer<sup>1</sup> of a current student at an Academy within the Trust. Please refer to Part A below if you are a parent of a current student, otherwise please see Part B.
- 1.3. Please note that complaints about matters where an alternative complaints / appeal process exists will not be generally dealt with under this policy. These are set out below in Part C.
- 1.4. Requests for reasonable adjustments to the process set out below will be considered to ensure that complainants can access and complete the process.

### **PART A – Complaints Procedure for parents / carers of current students <sup>2</sup>**

#### **2. Stage 1 – Informal Resolution**

- 2.1. Any matter of concern or complaint should be raised, and attempted to be resolved, on an informal basis. Generally, it is expected that where the matter relates to a student it will have been raised with the student's form tutor and head of year (or other appropriate staff member or line manager) before a request is made to deal with it under the formal stages of this policy.
- 2.2. The concern or complaint should be raised with the Academy or Trust within **3 calendar months** of the incident or, where a series of associated incidents have occurred, within **3 calendar months** of the last of these incidents. Complaints made outside of this time frame will not be considered unless exceptional circumstances (as agreed by the Academy or Trust) apply.

<sup>1</sup> References to 'parents' in this policy include carers

<sup>2</sup> Where the complaints process has been started (but not completed) whilst parents/carers have children at the Academy, but the children have since left, the procedure for current parents should continue to be used.

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2.3. The Academy will seek to resolve matters at the informal stage within **15** school days<sup>3</sup> of the issue being raised by the parent.

2.4. Where the matter is not resolved at the informal stage, it may be elevated to the formal stage as set out below.

### **3. Stage 2 – Formal Resolution : Investigation by a Nominated Individual**

3.1. Stage 2 complaints must be set out in writing, using the form available at **Appendix 1**, within **10** school days of the Stage 1 response and addressed to the Headteacher of the Academy (unless the complaint relates to the Headteacher, in which case please refer to the section headed '**Complaints against specific role-holders**' below). The complaint should set out briefly the grounds of the complaint, stating what it is that the parent considers should have been done or where the Academy or Trust has not met reasonable expectations and confirming the outcome sought.

3.2. An investigation will be carried out by a nominated individual identified by the Headteacher / Chair of the Local Academy Committee (LAC) (formerly Local Governing Body or LGB) as appropriate, who will acknowledge the complaint within **5** school days and will offer the parent a meeting. The investigator will speak to others involved. Whenever reasonably possible, any meeting with the parent will take place within **15** school days of the written complaint being received.

3.3. The investigator will put her/his findings in writing and will indicate what, if any, steps should be taken to resolve the matter. Whenever reasonably possible, this will be done within **15** school days of any meeting with the parent; if no meeting is arranged it will be within **25** school days of the written complaint being received.

3.4. Where the parent remains dissatisfied, he or she may request the complaint is escalated to Stage 3.

### **4. Stage 3 – Formal Resolution: Complaints Panel Meeting**

4.1. Stage 3 complaints must be set out in writing, stating where the parent remains dissatisfied and the outcome sought, and lodged with the Clerk to the Trustees (Mrs R Kerr, clerk@insightmat.com) within **10** school days of the Stage 2 response.

<sup>3</sup> School days in this policy refers to days when the Academy is open to students for teaching, and does not include INSET days.

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- 4.2. The Clerk to the Trustees (Mrs R Kerr, clerk@insightmat.com) will acknowledge the Stage 3 complaint within **5** school days and will convene a Complaints Panel.
- 4.3. The Complaints Panel must comprise at least three people, which will include one person who is independent of the management and running of the Trust.
- 4.4. The Complaints Panel may include, but is not limited to, one or more persons from the following categories:
- (i) a member of the Local Academy Committee of the Academy where the complaint emanated from;
  - (ii) a member of a Local Academy Committee from another Academy within the Trust;
  - (iii) a member of the Board of Trustees from the Trust; and/or
  - (iv) a member of a Local Academy Committee or Trustee of another Academy Trust.
- 4.5. None of the members of the Complaints Panel will have been directly involved in the matters detailed in the complaint.
- 4.6. The independent panel member may be a member of a Local Academy Committee from another Academy within the Trust as long as they have no conflict and no prior knowledge of the complaint.
- 4.7. The Clerk will invite the Academy to put in writing its response to the Stage 3 complaint within **15** school days of receiving the request. Whether or not the Academy has responded the Clerk will convene a meeting of the Complaints Panel. That meeting is likely to be held on Academy premises as quickly as practicable given the need to find a date that is reasonably convenient for the parent, the Academy and the members of the Complaints Panel. Whenever possible, the meeting will be held within **15** school days of the end of the Academy's response time. The meeting date, time and location will be confirmed to all parties at least **10** school days in advance.
- 4.8. The meeting is not a court case, it will be held in private, and will be as informal as circumstances allow. For this reason, electronic recordings of meetings or conversations are not permitted unless a parent's disability or special needs require it. Prior knowledge and consent of all parties attending must be sought before the recording of the meeting takes place. Consent will be recorded in any minutes taken. The parent will have the opportunity to put her/his reasons for dissatisfaction and to enlarge on them but may not introduce reasons that were not previously put in writing. The Complaints Panel will not normally accept, as evidence, recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded. The parent and the Academy/Trust will

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have the opportunity to put forward their respective version and views of events and each side, and the Complaints Panel members will be able to ask questions. The parent will have the opportunity to make final comments to the Complaints Panel.

- 4.9. The Complaints Panel may make findings and recommendations and a copy of those findings and recommendations will be:
  - (i) sent by electronic mail or otherwise provided in writing to the parent and, where relevant, the Academy or person complained about; and
  - (ii) available for inspection on the Academy premises by the Trust, the Headteacher and the Chief Executive Officer.
- 4.10. The Complaints Panel will formulate its response as quickly as reasonably possible, aiming to do so within **10** school days, and the Clerk will notify all concerned.
- 4.11. At any meeting, the parent will be entitled to bring a companion along to provide support. Legal representation will only be permitted in exceptional circumstances.
- 4.12. If the parent fails to attend the Complaints Panel Meeting on the day and time agreed without compelling reasons, the Complaints Panel will still proceed in their absence and the process will continue to its conclusion. Any further attempt to re-open the matter will be considered as falling under the "Serial or persistent complainants" section as set below.

### 5. Department for Education

Once the complaints process is concluded (or a complaint has been terminated due to undue delay or failure to lodge a request for a Stage 3 Complaints Panel Meeting within the time stated in the policy) the matter is closed. If the Complainant is still not satisfied then they may contact the Department for Education (DfE). There is an online procedure at:

[https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)

the Complainant may write to the DfE at:

The School Complaints Unit (SCU)

Department for Education, 2nd

Floor, Piccadilly Gate Manchester

M1 2WD

### **6. Complaints against specific role-holders**

#### **6.1. Complaints against the Headteacher**

Any complaint relating to the Headteacher of the Academy must be raised in the first instance with the Chief Executive Officer who will, if an informal resolution cannot be reached, designate a member of the Local Academy Committee to investigate the complaint as per **Stage 2**.

#### **6.2. Complaints against the Local Academy Committee**

Where a complaint is brought against a member of the Local Academy Committee, it should be raised with the Chair of the Local Academy Committee who will investigate the complaint (or appoint another member of the Local Academy Committee to do so) in the same way as in the first stage of the formal process at **Stage 2**.

If the complaint is against the Chair of the Local Academy Committee, then the Vice Chair of the Local Academy Committee will investigate the complaint (or appoint another member of the Local Academy Committee to do so) in the same way as in the first stage of the formal process at **Stage 2**.

In exceptional circumstances the Chair of Trustees may at his or her absolute discretion determine that a complaint against a member of the Local Academy Committee should be dealt with at Trust Board level and if so determined, the Chair of Trustees will oversee **Stage 2**.

#### **6.3. Complaints against individual Trustees / the Board of Trustees**

If the complaint is against a Trustee, then it should be raised with the Chair of Trustees by writing to the Clerk to the Board of Trustees (Mrs R Kerr, clerk@insightmat.com). In the case of a complaint against the either Chair or the Board of Trustees as a whole, then it should be put in writing to the Clerk to the Board of Trustees (Mrs R Kerr, clerk@insightmat.com) who will refer it to the Members.

In such cases the Chair of Trustees / the Members will investigate the complaint or appoint an appropriate person to do so in the same way as in the first stage of the formal process at **Stage 2**.

#### **6.4. Complaints against the Chief Executive Officer or other Trust office staff**

If the complaint is against a member of Trust staff, then it should be raised with the Chief Executive Officer, (or in the case of a complaint against the Chief Executive Officer, the Chair of Trustees) who will investigate the complaint (or appoint another member of the Board of Trustees to do so) in the same way as the first stage of the formal process at **Stage 2**.

### **Part B – Complaints raised by those who are not parents / carers of current students**

7. Complaints made by those who are not parents of current students, which includes complaints made by parents of former students after they have left the Academy, will be dealt with as follows:
  - 7.1. Complainants should first attempt to address their complaint to the relevant Academy or the Trust (as appropriate) informally by raising the matter with a relevant member of Academy or Trust staff, within **3 calendar** months of the incident or, where a series of associated incidents have occurred, within **3 calendar** months of the last of these incidents. The Academy/Trust (depending on the nature of the complaint) will seek to resolve the matter informally within **15** school days.
  - 7.2. If it is not possible to resolve the matter informally, the complaint may be submitted in writing, using the form available at **Appendix 1**, to the Chief Executive Officer, or where the complaint relates to the Chief Executive Officer, to the Chair of Trustees.
  - 7.3. The complaint will be acknowledged within **5** school days and a final written response will be issued within **15** school days.
  - 7.4. The general provisions set out below in Part C below apply.

### **Part C General provisions**

#### **8. Complaints that will not be considered under this policy**

Usually complaints relating to the matters set out in the table below will not be considered under this policy as they have their own appeal or complaint processes. Where necessary the Trust will exercise its discretion.

Complaints may be raised under this policy about staff conduct, however such complaints will be dealt with under the Trust's internal disciplinary procedures, if appropriate, and complainants will not be informed of any disciplinary action taken as a result

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Matter	Route for raising concern / complaining
<b>Admissions</b>	Admissions Appeal – see Admissions Policy and Statutory Admissions Appeal Code, or complaint to DfE
<b>Exclusions</b>	Statutory review process – see School Exclusion Policy
<b>Statutory SEN assessments</b>	<u>SEND Tribunal</u> (and see SEN Code of Practice)
<b>Matters likely to require child protection investigation</b>	Raise with Designated Safeguarding Lead or a direct referral can be made to the Multi-Agency Safeguarding Hub (MASH) and/or Local Authority Designated Officer (LADO) 0800 1313126 <a href="mailto:firstr@staffordshire.gov.uk">firstr@staffordshire.gov.uk</a> - see Safeguarding Policy
<b>Data protection / FOIA</b>	<u>Information Commissioner's Office</u>
<b>Staff Disciplinary matters<sup>4</sup></b>	Staff Disciplinary Policy
<b>Whistleblowing</b>	Whistleblowing Policy

### 9. Complaints Relating to Fulfilment of the Early Years Foundation Stage (“EYFS”) Requirements

In order to comply with the statutory framework, written concerns or complaints relating to the fulfilment of the EYFS Requirements will be dealt with in accordance with the following process:

- i. The written concern/complaint will be acknowledged within 5 school days;
- ii. The Headteacher will investigate the concern or complaint which may include meeting with the Complainant and the Head of Early Years. A written response notifying the Complainant of the outcome of the investigation will be sent within 28 school days of the complaint being received.
- iii. Where the Complainant remains dissatisfied, the Clerk will ensure that a formal Complaints Panel will be convened in accordance with Stage 3 of this policy.

<sup>4</sup> Note that where complaints relate to staff conduct, these may be dealt with under both this Complaints Policy and the Staff Disciplinary Policy. In such circumstances complainants will not be informed of the outcome of any Staff disciplinary investigation or processes.

A record of the written complaints and their outcome will be maintained and made available to Ofsted on request.

Parents are further advised that where they have concerns regarding the Academy meeting EYFS requirements they may contact Ofsted on 0300 123 4666.

### **10. Complaints received outside of term time**

The Academy/Trust (as appropriate) will consider complaints made outside of term time to have been received on the first school day after the holiday period.

### **11. Withdrawal of a Complaint**

If a Complainant wants to withdraw their complaint, they will be asked to confirm the withdrawal in writing.

### **12. Record keeping and confidentiality.**

A written record will be kept of all complaints that reach the formal stage, whether they are resolved following Stage 2, or proceed to a panel hearing (Stage 3) and any action taken by the school as a result (regardless of whether they are upheld). Complaint records will be maintained securely and in line with the data protection and retention policy by the Executive Business Manager. Correspondence, statements and records relating to individual complaints will be kept confidential except where the Secretary of State or a body conducting an inspection requests access to them.

### **13. Anonymous Complaints**

Where an anonymous complaint is received, the Academy/Trust will use its reasonable endeavours to consider the complaint as best as it reasonably can. However the Academy/Trust will not be required to consider the complaint pursuant to any specific process and will handle anonymous complaints on a case by case basis.

### **14. Complaint Campaigns**

Where the Academy/Trust receives a number of complaints all based on the same subject which in its reasonable opinion may be deemed a 'complaint campaign' it will deal with the complaints in the following way : individual responses will not be sent to complainants in such cases. Instead, either a template response will be sent to all complainants or a single response will be published on the Academy/Trust's website at the discretion of the Headteacher/Chair of Trustees.

Where the complaint campaign involves complainants who are parents they will be entitled to escalate the complaint to a panel hearing if they are dissatisfied with the Academy/Trust's response. The Academy/Trust will consider how best to manage panel hearings in such circumstances.

### **15. Serial or persistent complainants**

If at any level a Complainant or connected party attempts to reopen an issue or a closely related issue that has already been dealt with under this complaints procedure, the Chair of Trustees may write to the Complainant to inform him/her that the procedure has been exhausted and the matter closed, that continued correspondence on the same matter is vexatious and that the Trust will not respond to any further correspondence on this issue or a closely related issue.

### **16. Vexatious complaints**

Complaints with the following characteristics may be deemed to be vexatious:

- obsessive, persistent, harassing, prolific, repetitious;
- insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason;
- insistence upon pursuing meritorious complaints in an unreasonable manner;
- complaints which are designed to cause disruption or annoyance;
- demands for redress that lack any serious purpose or value.

In such cases, the Chair of Trustees may write to the Complainant to inform him/her that the complaint is deemed to be vexatious and that the Trust will not respond to any further correspondence on this issue or a closely related issue.

## **Monitoring & Evaluation**

The MAT Board will formally review this policy annually or more frequently if circumstances or legislation suggest it is appropriate.

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### Appendix 1 – Insight Multi-Academy Trust Complaints Form

This form should be used to raise a formal complaint only after a matter has been raised informally under either Part A or Part B of the Complaints Policy and you are not satisfied with the response. Please refer to the Complaints Policy when completing this form.

<b>Your details</b>	
<b>Name</b>	
<b>Email</b>	
<b>Address</b>	
<b>Name of student, year group and your relationship to them (if applicable)</b>	
<b>Complaint details</b>	
<b>Academy name (if complaint relates to a specific Academy)</b>	
<b>Grounds of complaint (please give as much relevant detail as possible)</b>	

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<b>What steps have been taken to resolve the complaint informally (<i>including details of who the matter was raised with, when and what solution was offered</i>)</b>	
<b>Why have the steps taken so far failed to resolve the complaint?</b>  <i>(including what you consider should have been done / where the Academy or Trust has not met reasonable expectations in its response)</i>	
<b>Outcome sought</b>	
<b>What action would you like taken to resolve the matter?</b>	

Signed .....

Date .....

Please send completed forms to [vmckeen@sirgrahambalfour.staffs.sch.uk](mailto:vmckeen@sirgrahambalfour.staffs.sch.uk) or hand in to the school office in a sealed envelope marked for the attention of the relevant addressee (*generally this will be the Headteacher for complaints about a specific Academy or the Clerk to the Trustees (Mrs R Kerr, clerk@insightmat.com) for complaints about the Trust, however please refer to the Complaints Policy and in particular paragraph 6, complaints about specific role-holders, for further information*).