

Complaints policy

(including serial and unreasonable complaints)

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Signed by: Trust/Committee Chair	<i>D. Norris</i>	

www.robusmat.essex.sch.uk/our-trust/policies

This is a model policy/procedure which reflects legislation, any relevant statutory and non-statutory guidance and best practice. The responsibility for setting policy and procedure resides with the ROBUS Multi Academy Board of Trustees and as such the relevant Board must be satisfied that the content of the policy/procedure suits their requirements prior to its formal adoption.



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Confirmation that the Complaints Policy in respect of the ROBUS Multi-Academy Trust has been discussed and formally adopted by the Board of Trustees.

The policy was agreed at the Board of Trustees' meeting held on: 23rd October 2025

1. Introduction

Robus Multi Academy Trust (“the Trust”) aims to provide the highest standards of education and care across all its academies. We recognise that occasionally individuals may feel that we have not met these standards. This policy sets out how concerns and complaints can be raised and will be managed.

This policy applies to all academies within the Trust and is based on the Department for Education’s Model Complaints Procedure (June 2024) and best practice developed locally.

2. Who can make a complaint?

This complaints procedure is not limited to parents or carers of children that are registered at an academy. Any person, including members of the public, may make a complaint about any provision of facilities or services provided by the Trust or any of its academies. Unless complaints are dealt with under separate statutory procedures (such as appeals relating to exclusions or admissions), we will use this complaints procedure.

3. The difference between a concern and a complaint

- **Concern:** An expression of worry or doubt over an issue, for which reassurances are sought.
- **Complaint:** An expression of dissatisfaction about actions taken or not taken.

It is in everyone’s interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaint’s procedure. Robus Multi Academy Trust takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, the Headteacher will refer you to another staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, the Headteacher will refer you to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important.

We understand however, that there are occasions when people would like to raise their concerns formally. In this case, Robus Multi Academy Trust and its academies will attempt to resolve the issue internally, through the stages outlined within this complaint’s procedure.

4. How to raise a concern or make a complaint

For issues relating to an individual academy:

- First, raise your concern with the relevant class teacher, phase leader or Headteacher.
- If unresolved, escalate formally to the Headteacher.

For complaints about an academy Headteacher:

- Address the complaint to the Chair of Governors of that academy’s Local Governing Body.

For complaints about:

- The Local Governing Body itself
- An individual Governor or Trustee
- The Trust Board

- The Chief Executive Officer

Please write to the **Trust Governance Manager** at: clerk@robusmat.essex.sch.uk

Important:

- Complainants should not approach individual governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering complaints at Stage 3 of the procedure.
- Please mark correspondence Private and Confidential.

For ease of use, a complaint form is included at the end of this procedure. If you require help in completing the form, please contact the school office. You can also ask third party organisations like the Citizens Advice to help you.

In accordance with equality law, we will consider making reasonable adjustments if required, to enable complainants to access and complete this complaints procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

5. Anonymous complaints

We will not normally investigate anonymous complaints. However, the Trust or academy leadership, if appropriate, will determine whether the complaint warrants an investigation. If we can find out enough information to take the complaint further, or if the complaint is serious, we will follow this policy as closely as we can. If we can't find out any other information or the complaint isn't serious, we will take no further steps, although the complaint will be logged.

6. Time scales

You must raise the complaint within three months of the incident or, where a series of associated incidents have occurred, within three months of the last of these incidents. We will consider complaints made outside of this time frame if exceptional circumstances apply.

7. Complaints received outside of term time

We will consider complaints made outside of term time to have been received on the first school day after the holiday period.

8. Confidentiality

When participating in the complaints procedure each party automatically agrees to undertake to not at any time disclose to any person (including on social media) any confidential information concerning any part of the complaint's procedure, including but not limited to any personal information regarding any party to the complaint (including any personal information which may be used to identify the complainant or the person subject to the complaint), the content of the complaint, and the timeline and result of the complaint, except as permitted by the following clause:

Each party may disclose the other party's confidential information to any professional or volunteer who are required to know such information for the purposes of carrying out the complaint's procedure or as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

9. Scope of this Complaints Procedure

This procedure covers all complaints about any provision of community facilities or services provided by Robus Multi Academy Trust and its academies **but does not include complaints that are dealt with under other statutory procedures**, including those listed below.

Exceptions	Who to contact
<ul style="list-style-type: none">• Admissions to schools• Statutory assessments of Special Educational Needs• School re-organisation proposals	Concerns about admissions, statutory assessments of Special Educational Needs, or school re-organisation proposals should be raised with Essex County Council.
<ul style="list-style-type: none">• Matters likely to require a Child Protection Investigation	<p>Complaints about child protection matters are handled under our Safeguarding and Child Protection Policy and in accordance with relevant statutory guidance.</p> <p>If you have serious concerns, you may wish to contact the local authority designated officer (LADO) who has local responsibility for safeguarding or the Multi-Agency Safeguarding Hub (MASH. The LADO can be contacted using: 03330 139 797</p>
<ul style="list-style-type: none">• Exclusion of children from school*	<p>Further information about raising concerns about exclusion can be found at: www.gov.uk/school-discipline-exclusions/exclusions.</p> <p>*complaints about the application of the behaviour policy can be made through the school's complaints procedure. Please refer to our Behaviour and Anti-Bullying Policy on the school website.</p>
<ul style="list-style-type: none">• Whistleblowing	<p>We have an internal whistleblowing procedure for all our employees, including temporary staff and contractors.</p> <p>The Secretary of State for Education is the prescribed person for matters relating to education for whistleblowers in education who do not want to raise matters direct with their employer. Referrals can be made at: www.education.gov.uk/contactus.</p> <p>Volunteer staff who have concerns about our trust should complain through the trust's complaints procedure. You may also be able to complain direct to the LA or the Department for Education (see link above), depending on the substance of your complaint.</p>
<ul style="list-style-type: none">• Staff grievances	Complaints from staff will be dealt with under the trust's internal grievance procedures.
<ul style="list-style-type: none">• Staff conduct	<p>Complaints about staff will be dealt with under the trust's internal disciplinary procedures, if appropriate.</p> <p>Complainants will not be informed of any disciplinary action taken against a staff member as a result of a complaint. However, the complainant will be notified that the matter is being addressed.</p>
<ul style="list-style-type: none">• Complaints about services provided by other providers who may use trust premises or facilities	Providers should have their own complaints procedure to deal with complaints about service. Please contact them directly.

<ul style="list-style-type: none"> National Curriculum - content 	Please contact the Department for Education at: www.education.gov.uk/contactus
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If other bodies are investigating aspects of the complaint, for example the police, local authority (LA) safeguarding teams or Tribunals, this may impact on our ability to adhere to the timescales within this procedure or result in the procedure being suspended until those public bodies have completed their investigations.

If a complainant commences legal action against Robus Multi Academy Trust and its academies in relation to their complaint, we will consider whether to suspend the complaints procedure in relation to their complaint until those legal proceedings have concluded.

10. Resolving complaints

At each stage in the procedure, Robus Multi Academy Trust and its academies wants to resolve the complaint. If appropriate, we will acknowledge that the complaint is upheld in whole or in part. In addition, we may offer one or more of the following:

- an explanation
- an admission that the situation could have been handled differently or better
- an assurance that we will try to ensure the event complained of will not recur
- an explanation of the steps that have been or will be taken to help ensure that it will not happen again and an indication of the timescales within which any changes will be made
- an undertaking to review trust policies in light of the complaint
- an apology.

11. Withdrawal of a Complaint

If a complainant wants to withdraw their complaint, we will ask them to confirm this in writing.

12. Dealing with your concern or complaint

The majority of concerns from parents, carers and others are managed under the following general procedure. It is in everyone's interest that complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to follow formal procedures. We take informal concerns seriously and make every effort to resolve the matter as quickly as possible.

The procedure is divided into three stages:

Stage 1 – informal “Listen and Respond” aims to resolve the concern through informal contact at the appropriate level in school, as described above.

Stage 2 – formal “Investigate and Respond” is the first formal stage, when complaints are considered by the Headteacher (as Investigating Officer)

Usually, concerns and complaints are resolved either at Stage 1 or Stage 2. If following these stages, the complaint is not resolved to your satisfaction, the Governors will become involved and take your complaint to Stage 3.

Stage 3 – formal complaints review panel - involves a complaints review panel of governors, who will review how your complaint has been handled and the outcome and decisions so far.

Please note that this procedure doesn't include complaints about the personal conduct of members of the trust staff, teaching or non-teaching, as these are handled under confidential arrangements in line with employment law. If you are concerned about the conduct of any member of staff other than the Headteacher, you should write to the Headteacher. If your concern is about the personal conduct of the Headteacher, please write to the Chair of Governors c/o the school.

If the trust has completed its procedures but you remain dissatisfied with the outcome, you have a right to refer your complaint to the ESFA.

Stage 2 – First Formal Stage

Formal complaints must be made to the Headteacher (unless they are about the Headteacher), via the school office. This can be done in person, by telephone or in writing, including email. A complaint form is attached to this policy for you to use.

The Headteacher will record the date the complaint is received and will acknowledge receipt of the complaint in writing (either by letter or email) within three school days.

Within this response, the Headteacher will seek to clarify the nature of the complaint, ask what remains unresolved and what outcome the complainant would like to see. The Headteacher can consider whether a face to face meeting is the most appropriate way of doing this.

Note: The Headteacher may delegate the investigation to another member of the academy's senior leadership team but not the decision to be taken.

During the investigation, the Headteacher (or investigator) will:

- if necessary, interview those involved in the matter and/or those complained of, allowing them to be accompanied if they wish
- keep a written record of any meetings/interviews in relation to their investigation.

At the conclusion of their investigation, the Headteacher will provide a formal written response within fifteen school days of the date of receipt of the complaint.

If the Headteacher is unable to meet this deadline, they will provide the complainant with an update and revised response date.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions the Academy will take to resolve the complaint.

The Headteacher will advise the complainant of how to escalate their complaint should they remain dissatisfied with the outcome of Stage 2 (first formal stage).

Complaints about the Headteacher

If the complaint is about the Headteacher, or a member of the governing body (including the Chair or Vice-Chair), a suitably skilled governor will be appointed to complete all the actions at Stage 2.

Complaints about the Headteacher or member of the governing body must be made to the Clerk, via the school office.

If the complaint is:

- jointly about the Chair and Vice Chair or
- the entire governing body or
- the majority of the governing body

Stage 1 will be considered by an independent investigator appointed by the governing body. At the conclusion of their investigation, the independent investigator will provide a formal written response.

Stage 3 – Complaints Review Panel

If the complainant is dissatisfied with the outcome at Stage 2 (first formal stage) and wishes to take the matter further, they can escalate the complaint to Stage 3 – a meeting with members of the governing body’s complaints panel. The panel will consist of at least three members, who have had no prior connection with the complaint and at least one of these must be an independent panel member. This is to ensure that the panel has the benefit of an external source of scrutiny and challenge in its consideration of the complaint. The independent panel member will not be a member, trustee or employee of the trust. This is the final stage of the academy complaints procedure.

A request to escalate to Stage 3 must be made to the Governance Manager, via the school office, within ten school days of receipt of the Stage 2 response. The form to complete is attached to this policy.

The Governance Manager will record the date the complaint is received and acknowledge receipt of the complaint in writing (either by letter or email) within five school days.

Requests received outside of this time frame will only be considered if exceptional circumstances apply.

The Governance Manager will write to the complainant to inform them of the date of the meeting. They will aim to convene a meeting within twenty school days of receipt of the Stage 3 request. If this is not possible, the Governance Manager will provide an anticipated date and keep the complainant informed.

If the complainant rejects the offer of three proposed dates, without good reason, the Governance Manager will decide when to hold the meeting. It will then proceed in the complainant’s absence on the basis of written submissions from both parties.

The complaints committee will consist of at least three governors with no prior involvement or knowledge of the complaint, one of whom will be an independent panel member. Prior to the meeting, they will decide amongst themselves who will act as the Chair of the Complaints Committee. If there are fewer than two governors from the individual Academy available, the Governance Manager will source any additional, independent governors through another local school in order to make up the committee. Alternatively, an entirely independent committee may be convened to hear the complaint at Stage 3.

The committee will decide whether to deal with the complaint by inviting parties to a meeting or through written representations, but in making their decision they will be sensitive to the complainant’s needs.

If the complainant is invited to attend the meeting, they may bring someone along to provide support. This can be a relative or friend. Generally, we do not encourage either party to bring legal

representatives to the panel meeting. However, there may be rare occasions when legal representation is appropriate. For instance, if an academy employee is called as a witness in a complaint meeting, they may wish to be supported by union and/or legal representation.

The Complaints Review Panel meeting can proceed in the absence of the complainant. If the complainant fails to attend on the day, the Complaints Review Panel will decide whether to proceed in their absence and continue the process to its conclusion.

Note: Complaints about staff conduct will not generally be handled under this complaints procedure. Complainants will be advised that any staff conduct complaints will be considered under staff disciplinary procedures, if appropriate, but outcomes will not be shared with them.

Representatives from the media are not permitted to attend.

At least five school days before the meeting, the Governance Manager will:

- confirm and notify the complainant of the date, time and venue of the meeting, ensuring that, if the complainant is invited, the dates are convenient to all parties and that the venue and proceedings are accessible
- request copies of any further written material to be submitted to the committee at least three school days before the meeting.

Any written material will be circulated to all parties at least two school days before the date of the meeting. The Complaints Review 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 committee will not review any new complaints at this stage or consider evidence unrelated to the initial complaint to be included. New complaints must be dealt with from Stage 1 of the procedure.

The meeting will be held in private. Electronic recordings of meetings or conversations are not normally permitted unless a complainant's own disability or special needs require it. Prior knowledge and consent of all parties attending must be sought before meetings or conversations take place. Consent will be recorded in any minutes taken.

The Complaints Review Panel will consider the complaint and all of the evidence presented. The panel can:

- uphold the complaint in whole or in part
- dismiss the complaint in whole or in part

If the complaint is upheld in whole or in part, the Complaints Review Panel will:

- decide on the appropriate action to be taken to resolve the complaint
- where appropriate, recommend changes to the trust's systems or procedures to prevent similar issues in the future.

The Chair of the Complaints Review Panel will provide the complainant and the Academy with a full explanation of their decision and the reason(s) for it, in writing, within ten school days.

This provides for the panel to make findings and recommendations and stipulates that a copy of those findings and recommendations is:

- provided to the complainant and, where relevant, the person complained about
- available for inspection on the trust premises by the proprietor and the head teacher

The letter to the complainant will include details of how to contact the ESFA if they are dissatisfied with the way their complaint has been handled by the Trust.

If the complaint is:

- jointly about the Chair and Vice Chair or
- the entire governing body or
- the majority of the governing body, Stage 3 will be heard by a committee of independent governors.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions the academy will take to resolve the complaint.

The response will also advise the complainant of how to escalate their complaint should they remain dissatisfied.

The academy will provide for a written record to be kept of all complaints that are made in accordance with sub-paragraph (e) of the DfE Complaints Policy and paragraph (i) whether they are resolved following a formal procedure, or proceed to a panel hearing.

Action taken by the academy as a result of those complaints (regardless of whether they are upheld) provides that correspondence, statements and records relating to individual complaints are to be kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them.

Link to DfE Complaints Policy: <https://www.gov.uk/government/publications/school-complaints-procedures>

13. What happens if you're not happy with the outcome?

If a complaint has completed the local procedures and the person making the complaint remains dissatisfied, they have a right to refer their complaint to the DfE. They may only be able to help if you are unable to complain, or are not satisfied with how the academy handles your complaint, because the academy:

- does not have a complaints procedure
- did not provide a copy of its complaints procedure when requested
- does not have a procedure that complies with statutory regulations
- has not followed its published complaints procedure
- has not allowed its complaints procedure to be completed

The DfE cannot change an academy's decision about a complaint. Their role is to make sure the academy handles your complaint properly by following a published process. The DfE will not normally consider complaints received more than 12 months after a decision or the academy's last action.

If you think your concerns are within DfE's remit, please refer to the guidance: How DfE handles complaints about academies: <https://www.gov.uk/government/publications/complain-about-an-academy/complain-about-an-academy>

If, after reading this guide, you think the DfE should consider your complaint, you can contact them using the online [enquiry form](#) and tick the box that says 'complaint'.

Using the online enquiry form is the quickest way to contact the DfE, but they can also accept hard-copy documents sent to:

Department for Education
School complaints compliance unit
Piccadilly Gate
Store Street
Manchester
M1 2WD

The DfE asks that you do not submit original documents and that what you do send relates solely to the complaint you have asked them to consider. You should be aware that the DfE is unable to return documents sent to them.

The Local Authority (Essex County Council) has no powers to intervene in complaints against schools. You can complain to Ofsted if you think a school isn't run properly and needs inspecting. However, they won't look into problems with individual pupils, e.g. exclusions or not getting a place at the school.

14. How we manage serial and unreasonable complaints

Robus Multi Academy Trust is committed to dealing with all complaints fairly and impartially, and to providing a high quality service to those who complain. We will not normally limit the contact complainants have with our trust. However, we do not expect our staff to tolerate unacceptable behaviour and will take action to protect staff from that behaviour, including that which is abusive, offensive or threatening.

Robus Multi Academy Trust and its academies defines unreasonable behaviour as that which hinders our consideration of complaints because of the frequency or nature of the complainant's contact with the trust, such as, if the complainant:

- refuses to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance
- refuses to co-operate with the complaints investigation process
- refuses to accept that certain issues are not within the scope of the complaints procedure
- insists on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice
- introduces trivial or irrelevant information which they expect to be taken into account and commented on
- raises large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales
- makes unjustified complaints about staff who are trying to deal with the issues, and seeks to have them replaced
- changes the basis of the complaint as the investigation proceeds
- repeatedly makes the same complaint (despite previous investigations or responses concluding that the complaint is groundless or has been addressed)

- refuses to accept the findings of the investigation into that complaint where the trust's complaints procedure has been fully and properly implemented and completed including referral to the Department for Education
- seeks an unrealistic outcome
- makes excessive demands on trust time by frequent, lengthy and complicated contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is being dealt with
- uses threats to intimidate
- uses abusive, offensive or discriminatory language or violence
- knowingly provides falsified information
- publishes unacceptable information on social media or other public forums.

Complainants should try to limit their communication with the trust that relates to their complaint, while the complaint is being progressed. It is not helpful if repeated correspondence is sent (either by letter, phone, email or text), as it could delay the outcome being reached.

Whenever possible, the headteacher or Chair of Governors will discuss any concerns with the complainant informally before applying an '*unreasonable*' marking.

If the behaviour continues, the headteacher will write to the complainant explaining that their behaviour is unreasonable and ask them to change it. For complainants who excessively contact and academy in the Robus Multi Academy Trust causing a significant level of disruption, we may specify methods of communication and limit the number of contacts in a communication plan. This will be reviewed after six months.

In response to any serious incident of aggression or violence, we will immediately inform the police and communicate our actions in writing. This may include barring an individual from a Robus Multi Academy Trust academy.

Complaint form:

Please complete this form and return it the school office for the attention of the Headteacher, Chair of Governors or Governance Manager

Name of Academy:

Your name:

Relationship with trust (e.g. parent):

Pupil's name (if relevant to your complaint):

Your address:

Telephone number:

Email address:

Please give concise details of your complaint (including dates, names of witnesses, etc) to allow the matter to be fully investigated:

What action, if any, have you already taken to resolve your complaint?

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

Please continue on a separate sheet, or attach additional documents if you wish.

Number of additional pages attached =

Signature:

Date:

FOR OFFICIAL USE ONLY

Date acknowledgement sent:

Acknowledgement sent by:

Complaint referred to:

Action taken:

Date:

Complaint review request form *(must be sent within 10 school days of receiving outcome notice):*

Please complete this form and return it the school office for the attention of the Headteacher or the Clerk to the Board of Governors for the attention of Chair of Governors

Name of Academy:

Your name:

Relationship with trust (e.g. parent):

Pupil's name (if relevant to your complaint):

Your address:

Telephone number:

Signature:

Date:

Dear Sir/Madam,

I submitted a formal complaint to the trust on, and I am dissatisfied by the procedure that has been followed.

My complaint was submitted to and I received a response from on

I have attached copies of my formal complaint and the response(s) from the academy.

I am dissatisfied with the way in which the procedure was carried out, because

You may continue on separate paper, or attach additional documents if you wish.

Number of additional pages attached =

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

FOR OFFICIAL USE ONLY

Date acknowledgement sent:

Acknowledgement sent by:

Dealing with complaints about schools – flowchart

