

**www.enfield.gov.uk**

**SEN Contacts & Escalation process**

### SEN TEAM Contacts

Below you will find a full list of all the team within the SEN Service including Managers.

The SEN Service comprises of 4 teams:

1. Statutory Assessment Team
2. LAC and Vulnerable Team
3. Annual Review Team
4. Post 14 Team

There are:

1. Head of Service
2. SEN Manager
3. High Needs Tracking Manager
4. Tribunal Officer
5. Finance Officer
6. Project Officer
7. Duty Officer
8. Front Door Officer

### **Communicating with SEN**

If you already have a SEN officer then please contact the officer for queries about a child or young person (***Please do not cc in the SEN inbox***)

If you do not have a SEN officer allocated, or you need information, then please contact the front door SEN inbox. (***The SEN inbox receives hundreds of enquiries a day and if they are cc’d into all emails vital queries are missed***). **When completing requests for Education, Health and Care Statutory needs assessment you must complete these on the new form and send them to the correct email (see below). Applications not received in the appropriate format and to the correct inbox are at risk of being not responded to. Whilst we endeavour to respond in a timely manner, we receive an inordinate number of emails and try to action urgent emails.**

The SEN Service gives itself 5 days in which to respond to emails. We do however try to respond before 5 days.

If you are unable to contact the Officer and they are not responding then please follow the escalation process below. Due to the large volume of emails received in the service ***it is not helpful*** to cc others into the email as it takes up valuable time.

SEN officer SEN team Leader SEN Manager Head of SEN

Director of Education Executive Director

Emails:

All emails are firstname.surname@enfield.gov.uk

All new Statutory EHC Needs Assessment (EHCP requests) go to: EHCPrequests@enfield.gov.uk

All Annual Review enquiries to: SENannualreviews@enfield.gov.uk

All Phase transfer enquiries to: SENphasetransfer@enfield.gov.uk

All Preparing for Adulthood requests to: (Year 10 upwards) PFA@enfield.gov.uk

General enquires go to: SEN@enfield.gov.uk

**Statutory Assessment Team**

 **Review and Transfer Team (Pre-School – Year 9 only)**

|  |  |
| --- | --- |
| **Officer** | **Allocated Schools** |
| Helen Gill | **Primary** | **Secondary** | **Special** | **All through** | **Other** |
| Tel: 020 8132 1518 | Enfield Heights AcademyEversleyGeorge SpicerKingfisher Hall AcademyMerryhillsOne Degree AcademyRaglan InfantsRaglan JuniorsSt Marys CatholicSuffolksWoodpecker Hall Academy | Heron Hall AcademyWinchmore | Russet House DurantsDurants Satellite (Winchmore)Russet House | None | All Hackney Schools  |
| **Officer** | **Allocated Schools** |
| Jennie Jacobs | **Primary** | **Secondary** | **Special** | **All through** | **Other** |
| Tel: 020 8132 1923 | Alma Bush Hill Park Eldon Eldon ARPFirs Farm Firs Farm ARPHoundsfieldKeys Meadow Worcesters All in borough Independents | Chace Community | West Lea (Rec – year 9)West Lea satellite (Chace Community) | None | All PVI’s & Playgroups |
| **Officer** | **Allocated Schools** |
| Katie Maynard | **Primary** | **Secondary** | **Special** | **All through** | **Other** |
| Tel: 020 8132 1904 | BowesBowes ARPCarterhatch InfantsCarterhatch JuniorsChase SideChesterfieldChesterfield ARPDeltaGarfieldGrange ParkHazelburyHighfieldSouthburySt Edmunds CatholicWolfson Hillel School | Lee Valley AcademyPalmer Green High (Independent)St Anne’s Catholic School for GirlsThe LatymerThe Wren Academy | Fern House (Reception-Year 9)Fern House (KS1 Assessment)Salmons Brook (from Sept.2022) | Edmonton County | All Barnet Schools |
| **Officer**  | **Allocated Schools** |
| Toni Jones Leach | **Primary** | **Secondary** | **Special** | **All through** | **Other** |
| Tel: 020 8132 0976 | BrimsdownBrimsdown HIRBCapel ManorChurchfieldDe BohunDeBohun ARP DeBohun UnitEastfieldEastfield ARPHazelwood InfantsHazelwood JuniorsLavenderOakthropeSt Andrews C of E (Enfield)St Andrews C of E (Southgate)Walker | Aim North London BroomfieldHighlandsHighlands HIRB | Oaktree (Year 3-9) | None | All Hertfordshire Schools |
| **Officer** | **Allocated Schools** |
| Victoria Nicholl | **Primary** | **Secondary** | **Special** | **All through** | **Other** |
| Tel: 020 8132 1799 | Forty Hill C of EFreezywater St Georges C of EHadley WoodLatymer All Saints C of EPrince of WalesSt James C of ESt John & St James C of ESt John C of ESt Matthews C of ESt Michael at Bowes C of E St Michaels C of ESt Pauls C of EStarksfieldStarksfield Specialist Class (KS2)Tottenhall InfantsWest Grove | Enfield County for GirlsEnfield GrammarKingsmeadSouthgate | ACEAESFocus FirstFresh StepsSilverways (Independent)  | None | Haringey |
| **Officer**  | **Allocated Schools** |
| Wendy Vincent | **Primary** | **Secondary** | **Special** | **All through** | **Other** |
| Tel: 020 8132 0070 | BrettenhamFleecefieldGalliardGalliard ARPHonilandsOur Lady of Lourdes CatholicSt Georges CatholicSt Monicas CatholicRaynhamRaynham ARP (opening 2022)Wilbury | Aylward AcademyBishop Stopford's Oasis Academy EnfieldSt. Ignatius College | Waverley (Reception – Year 9) | Ark John KeatsOasis Academy Hadley | Al other OOB Schools |

**Post-14 Team (Year 10 – post 18)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Officer | Special  | Secondary | Sixth Form & FE | Other Schools | Training Provider |
| Nichola Isles0208132 1012 | OaktreeWest Lea & Supported InternshipWilliam Morris | Lea Valley AcademyPalmers Green HighWinchmore ARP (Chace) | Sir George Monoux | HackneyHarrowIslingtonWestminsterKensington and Chelsea | First Rung |
| Anthea Reid | Fern House | BroomfieldFocus FirstOasis EnfieldOasis Hadley | Barnet & Southgate MainstreamCONEL (FE)Enfield & Tottenham | HaringeyWaltham ForestBrentTower Hamlets | Chicken Shed |
| Angela Yebuadi | Fresh Steps | ACEAESAIM North LondonChace CommunityEnfield county GirlsEnfield GrammarKingsmeadSt IgnatiusWinchmore |  | BarnetCambridgeshireEssexHertfordshire | Capel Manor |
| Shelley Richardson0208 132 0939 | DurantsDurants SatelliteWaverley | AylwardBishops StopfordHeron HallHighlandsHighlands HI | Ambitious CollegeBarnet & Southgate LLDD | CambridgeshireCamdenEalingLewishamOut of School |  |

#### LAC and Vulnerable TEAM

This Team are responsible for:

Looked after children and young people to Enfield

Children and young people known to YOS

Electively Home Educated (EHE)

Education Other than at School (EOTAS)

Attending Residential school out of borough

Orchardside School

Sectioned under the Mental Health Act