

**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](mailto:firstname.surname@enfield.gov.uk)

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

All Annual Review enquiries to: [SENannualreviews@enfield.gov.uk](mailto: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](mailto:PFA@enfield.gov.uk)

General enquires go to: [SEN@enfield.gov.uk](mailto: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 Academy  Eversley  George Spicer  Kingfisher Hall Academy  Merryhills  One Degree Academy  Raglan Infants  Raglan Juniors  St Marys Catholic  Suffolks  Woodpecker Hall Academy | Heron Hall Academy  Winchmore | Russet House  Durants  Durants 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 ARP  Firs Farm  Firs Farm ARP  Houndsfield  Keys 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 | Bowes  Bowes ARP  Carterhatch Infants  Carterhatch Juniors  Chase Side  Chesterfield  Chesterfield ARP  Delta  Garfield  Grange Park  Hazelbury  Highfield  Southbury  St Edmunds Catholic  Wolfson Hillel School | Lee Valley Academy  Palmer Green High  (Independent)  St Anne’s Catholic School for Girls  The Latymer  The 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 | Brimsdown  Brimsdown HIRB  Capel Manor  Churchfield  De Bohun  DeBohun ARP  DeBohun Unit  Eastfield  Eastfield ARP  Hazelwood Infants  Hazelwood Juniors  Lavender  Oakthrope  St Andrews C of E (Enfield)  St Andrews C of E (Southgate)  Walker | Aim North London Broomfield  Highlands  Highlands 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 E  Freezywater St Georges C of E  Hadley Wood  Latymer All Saints C of E  Prince of Wales  St James C of E  St John & St James C of E  St John C of E  St Matthews C of E  St Michael at Bowes C of E  St Michaels C of E  St Pauls C of E  Starksfield  Starksfield Specialist Class (KS2)  Tottenhall Infants  West Grove | Enfield County for Girls  Enfield Grammar  Kingsmead  Southgate | ACE  AES  Focus First  Fresh Steps  Silverways (Independent) | None | Haringey |
| **Officer** | **Allocated Schools** | | | | |
| Wendy Vincent | **Primary** | **Secondary** | **Special** | **All through** | **Other** |
| Tel: 020 8132 0070 | Brettenham  Fleecefield  Galliard  Galliard ARP  Honilands  Our Lady of Lourdes Catholic  St Georges Catholic  St Monicas Catholic  Raynham  Raynham ARP (opening 2022)  Wilbury | Aylward Academy  Bishop Stopford's  Oasis Academy Enfield  St. Ignatius College | Waverley (Reception – Year 9) | Ark John Keats  Oasis Academy Hadley | Al other OOB Schools |

**Post-14 Team (Year 10 – post 18)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Officer | Special | Secondary | Sixth Form & FE | Other Schools | Training Provider |
| Nichola Isles  0208132 1012 | Oaktree  West Lea & Supported Internship  William Morris | Lea Valley Academy  Palmers Green High  Winchmore ARP (Chace) | Sir George Monoux | Hackney  Harrow  Islington  Westminster  Kensington and Chelsea | First Rung |
| Anthea Reid | Fern House | Broomfield  Focus First  Oasis Enfield  Oasis Hadley | Barnet & Southgate Mainstream  CONEL (FE)  Enfield & Tottenham | Haringey  Waltham Forest  Brent  Tower Hamlets | Chicken Shed |
| Angela Yebuadi | Fresh Steps | ACE  AES  AIM North London  Chace Community  Enfield county Girls  Enfield Grammar  Kingsmead  St Ignatius  Winchmore |  | Barnet  Cambridgeshire  Essex  Hertfordshire | Capel Manor |
| Shelley Richardson  0208 132 0939 | Durants  Durants Satellite  Waverley | Aylward  Bishops Stopford  Heron Hall  Highlands  Highlands HI | Ambitious College  Barnet & Southgate  LLDD | Cambridgeshire  Camden  Ealing  Lewisham  Out 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