

## KEY CONTACTS for Kent SENCOs

Clear communication is imperative to ensure Kent children and young people remain at the forefront of our work together.

**Please make yourself familiar with this document to ensure you contact the right team for your support needs.**

### **Assessment , Tribunal and Placement**

This Service deals with requests for Education Health and Care Plans and carries out EHCNA. The team also includes placing Children with EHC plans at a suitable educational setting and deals with all appeals to SENDIST (SEN and Disabilities Tribunal)

Each assessment team is divided in to areas – North, South East and West Kent.

The team is managed by an Area Team Manager and consists of Senior assessment officers and assessment officers .

Role: Conducts initial assessments and gathers information from various sources (professionals/CYP/parents/care givers), makes decisions about whether EHCNA should proceed and whether an EHCP should be issued. They create draft EHC plans to submit to parents and issue the final EHC plan

You will have contact with an **Assessment Officer** at this stage.

### **Placement Team**

The placement team is managed by the placement team manager and consists of placement officers .

Role: To find suitable placement for CYP with an EHC plan according to parental preference and /or SEN.

You will have contact with a **Placement Officer** when they send consultation papers to you to find a suitable setting for the CYP.

## **Tribunal Team**

The Tribunal team is managed by the Tribunal Team manager and consists of Senior Tribunal Officers and Tribunal Officers.

Role: To prepare all cases which are appealed against and prepare for a Tribunal Hearing.

You will have contact with **Senior Tribunal Officers** when your school is being requested or challenged in an appeal at a pre-hearing meeting or if you need to stand as a witness at a Hearing. You may have contact with **Tribunal Officers** if they need to consult you regarding a place at your school.

If an EHCP is agreed and issued by the local authority then the case moves to:

### **EHC Casework and Phase Transfer Service**

This service deals with all aspects of the Annual Review process and the maintenance of the EHC plan, including the phase transfer process.

The service is overseen by the EHC Casework Manager

The service is divided into teams – North, South, East and West.

An area casework team manager oversees a senior casework officer and a team of case work officers.

Role: Monitors the maintenance of the EHCP through the Annual Review process and makes decisions about whether to cease, amend or maintain an EHCP and reviews progress annually.

The Phase Transfer team oversees the phase transfer process of all school age children, post 16 and post 19 young people with EHC plans.

You will have contact with a **Case Work Officer** at the Annual Review stage and a **Phase Transfer Officer** at the Phase transfer stage .

### **QAPD Quality Assurance and Practice Development Service (QAPD)**

This service deals with all aspects of Quality Assurance of the EHC process including advice and Information and the Annual Review process. It is responsible for the quality and compliance of the services. It also analyses and audits the processes and the quality of EHCPs and feedback from stakeholders. It provides practice development improvements for the Service.

The QAPD service is overseen by the SEND Quality Assurance and Practice Development Manager.

The service consists of QAPD officers and Feedback and Practice Development Officers.

Role: To ensure policy and procedural compliance with SEND statutory duties and provide professional practice development to KCC colleagues.

You will encounter the **QAPD team officers** via the SENCO forums and in follow up QAPD webinars.

**Please note: The Kent County Council SEND department is huge. Teams are organised to oversee different aspects of SEND support.**

**Although teams work closely, we often don't all know each other!**

## Who do I contact?

### Assessment/Placement/Tribunal queries:

- [Georgette.Williams@kent.gov.uk](mailto:Georgette.Williams@kent.gov.uk)

### EHCP information/advice and support when a CYP is at assessment stage:

Assessment team – manager

- NORTH – Awaiting post (interim contact [Georgette.Williams@kent.gov.uk](mailto:Georgette.Williams@kent.gov.uk))
- EAST – [Lynda.Onslow@kent.gov.uk](mailto:Lynda.Onslow@kent.gov.uk)
- SOUTH – [Stephanie.Hewitt@kent.gov.uk](mailto:Stephanie.Hewitt@kent.gov.uk)
- WEST - [Anita.Hirsbrunner@kent.gov.uk](mailto:Anita.Hirsbrunner@kent.gov.uk)

### EHCP/annual review information/advice and support once an EHCP has been issued:

Casework team – manager

- NORTH – [Kate.Cotterill@kent.gov.uk](mailto:Kate.Cotterill@kent.gov.uk)
- EAST – [Niall.fricker@kent.gov.uk](mailto:Niall.fricker@kent.gov.uk)
- SOUTH – [Emma.Beatty@kent.gov.uk](mailto:Emma.Beatty@kent.gov.uk)
- WEST – [Helen.wilson@kent.gov.uk](mailto:Helen.wilson@kent.gov.uk)
- POST 16 - [Stephenie.Lione@kent.gov.uk](mailto:Stephenie.Lione@kent.gov.uk)

### Phase transfer queries:

- [Gemma.Buckle@kent.gov.uk](mailto:Gemma.Buckle@kent.gov.uk)

**Digitised annual review form queries:**

- [Maria.Halford@kent.gov.uk](mailto:Maria.Halford@kent.gov.uk)

**SEND support and Inclusion queries:**

- [seninclusion@kent.gov.uk](mailto:seninclusion@kent.gov.uk)

**SENCO FORUM QAPD team link:**

- [Clara.Green@kent.gov.uk](mailto:Clara.Green@kent.gov.uk)

**STLS queries:**

- [stls@kent.gov.uk](mailto:stls@kent.gov.uk)

**Funding queries:**

- [Schoolfunding@kent.gov.uk](mailto:Schoolfunding@kent.gov.uk)

**Virtual School Kent**

- [VSK@kent.gov.uk](mailto:VSK@kent.gov.uk)

**For any of the services below please follow this link, click on the Link Practitioner Information spreadsheet, find your district and school and relevant column for professional contact details.**

<https://www.kelsi.org.uk/special-education-needs/inclusion/localities-model-for-school-inclusion/professional-resource-core-group>

- SALT (Speech and Language Team)
- SENIA (SEN Inclusion Advisor)
- EP (Educational Psychologist)
- STLS Lead
- Primary Care Navigator (Health)
- EIA KPAS (Kent PRU and Attendance Service)
- Family Hub (Local Offer)
- Early Help Lead

To ensure clear communication and timely support, it's important that you reach out to the appropriate contact. As part of your professional responsibilities, making that effort helps maintain effective collaboration and ensures you receive the assistance you need without delay.