

## **Suffolk SEND Contacts**

The Special Educational Needs and Disabilities (SEND) team works closely with children, young people and their families, schools, and other professionals to assess children's needs and develop Education, Health and Care Plans (EHCPs).

We work alongside; Special Education Services, SEND Funding and Provider Services and Educational Psychology and Therapeutic Services, Social Care and Health and we are all dedicated to helping children and young people achieve their individual outcomes.

Our teams include;

### **EHCNA and Assessment Team**

[sendassessmentteam@suffolk.gov.uk](mailto:sendassessmentteam@suffolk.gov.uk) / 01473 263688

The SEND services EHCNA and assessment team provide support to children, young people and their families with special educational needs and disabilities as they move through the 0-20 week assessment phase of the SEND process. The team process all applications, through the decision to assess and the assessment process including seeking advice from professionals, settings, young people and families. Managers in this team also oversee panels discussing the LA view on agreeing to assessments, agreeing to issue plans and whether mainstream or specialist is appropriate based on the advice received.

*Please contact this team about queries relating to EHCNA requests, decisions to assess, decisions to issue and new draft plans.*

### **Reviews hub**

[EHCReviews@suffolk.gov.uk](mailto:EHCReviews@suffolk.gov.uk)

The Review Hub receive EHCP Reviews to determine the outcome of maintain, review, cease or reassessment, working alongside the locality review teams and the contracted plan writers. The Review Hub continues the work on supporting the reviews through to completion by triaging and adding capacity across the service. Annual Reviews go through the hub and not directly to the Locality Review Teams.

*Please contact this team with regards to annual reviews and decisions to amend and cease plans.*

### **Locality Review teams**

North Team - [sendlw@suffolk.gov.uk](mailto:sendlw@suffolk.gov.uk) 01502 521516

South Team – [sendss@suffolk.gov.uk](mailto:sendss@suffolk.gov.uk) 01473 260670

West Team – [sendws@suffolk.gov.uk](mailto:sendws@suffolk.gov.uk) 01284 741234

The Locality Review Teams provide support to children, young people with EHCPs, and their parents and carers. They focus on CYP with EHCPs only and associated work including Annual Reviews.

*Please contact this team about ongoing support with EHCPs, placements and education packages.*

**Tribunals**

The Tribunals team support families and settings through the tribunals process. This includes receiving the appeal and completing the associated documents, discussing next steps with families, requesting witness statements from settings and representing the LA at the tribunal and associated meetings.

*Please contact this team about queries related to appeals and tribunals.*

**Contact expectations**

If you have an enquiry, the first point of contact is the assigned coordinator. This coordinator is named in the plan and will have contacted families to introduce themselves. When you email, please copy in the area mailbox, these are found above.

If you do not receive a reply to your enquiry within 5 days or are not satisfied with the content, please contact the associated lead coordinator as set out in the tables below. Following this if there is no reply contact the associated area manager.

Where further advice is needed, please contact the SEND practice leads who will complete an investigation.

Below are the details of staff within SEND teams

## EHCNA and Assessment

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## **Locality Teams**

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