

EHCP Team Case Officer Allocations – September 2026

How to use this document

This document sets out EHCP case officer allocations by age phase, team, school or setting, and postcode where relevant. To identify the correct allocation, first check the child or young person's age phase, then their school or setting, and then use the home postcode allocation where the case is not linked to a mainstream school or is within an exception category such as LAC, EHE, EOTAS, movers-in, independent specialist provision or alternative provision.

Document overview

The document is ordered as follows: Early Years / Key Stage 1; Key Stage 2; Key Stage 3/4; Post 16; Specialist Team; and Team contact details.

Early Years / Key stage 1 Team (Early Years birth to Year 2)

Senior EHCP Case Officer: - Claire Fellowes

EHCP Case Officer	Case Allocation by home postcode
Jo Phillips	SY10, SY11, SY12, SY13
Abi Pemberton – ADVANCED CASE OFFICER	SY2, SY3
Jo Whitmore	SY1, SY4, SY5, SY6
Emily Lydon	DY11, DY14, LL14, SY7, SY8, SY9, TF6, TF9, TF11, TF12, TF13, WR15, WV15, WV16, WV7

Key Stage 2 Team (Years 3, 4, 5 and 6)

Senior EHCP Case Officer: - Helen Petrie

Allocation basis: cases are arranged by mainstream primary school groupings, with exceptions allocated by home postcode where indicated.

North Shropshire		
EHCP Case Officer	Primary Schools	• Cases NOT in a mainstream Primary are allocated based on home post code (TMBSS / LA Specialist / OLEA Specialist / Independent Specialist) • LAC / EHE / EOTAS cases have been allocated based on home postcode. • Movers in will also be allocated based on home postcodes.
Leanne Morris	Lower Heath Primary Prees Primary Tilstock Primary Whitchurch Juniors	SY13, CW3, CW2 Whitchurch, Malpas, Crewe
Leanne Morris	Clive Primary Hadnall Primary Newtown Primary St Mary's Primary, Shawbury St Peter's Primary, Wem Whixall Primary	SY4, TF6 Wem
Sue Dix	Cockshutt CE Primary Criftins CE Primary Ellesmere Primary Welshampton CE Primary	SY12 Ellesmere
Sue Dix	Bryn Offa Primary Morda Primary Holy trinity Primary, Oswestry	SY11, SY22 Oswestry

	Our Lady & St Oswalds Catholic Primary The Meadows Primary, Oswestry Woodside Primary, Oswestry Trefonen Primary Whittington CE Primary and hub	
Sue Dix	St Martins School 3 -16 Gobowen Primary Selattyn CE Primary Weston Rhyn Primary	SY10, LL14 Gobowen
Sue Dix	Baschurch CE Aided Primary Bicton C E (Controlled) Primary Bomere Heath CE (Controlled) Primary Kinnerley C E (Controlled) Primary and Hub Myddle C E Primary Nesscliffe, St. Andrew's C E (VC) Primary and Hub Ruyton-XI-Towns, St. John The Baptist C E Primary West Felton C E (Controlled) Primary Weston Lullingfield C E (Controlled) Primary	SY4 Baschurch

Central Shropshire		
EHCP Case Officer	Primary Schools	• Cases NOT in a mainstream Primary are allocated based on home post code (TMBSS / LA Specialist / OLEA Specialist / Independent Specialist) • LAC / EHE / EOTAS cases have been allocated based on home postcode. • Movers in will also be allocated based on home postcodes.
Sam Rimmer - ADVANCED CASE OFFICER	Grange Primary Greenacres Primary Greenfields Primary Martin Wilson Primary Mount Pleasant Primary St Lucia's Primary, Upton Magna Shrewsbury Cathedral Primary Harlescott Junior School	SY1 Harlescott
Steph Beard	Belvidere Primary Crowmoor Primary Mereside Primary St Giles Primary Wilfred Owen Primary	SY2 Coleham, Belvidere
Steph Beard	Coleham Primary Meole Brace Primary Oakmeadow Primary Oxon Primary Radbrook Primary St Georges Junior, Shrewsbury	SY3 Meole Brace, Radbrook, Bayston Hill
Steph Beard	Bowbrook Primary Hanwood St Thomas & St Anne CE Primary Longden CE (Aided) Primary Minsterley Primary Pontesbury CE Primary Stiperstones CE Primary	SY5 Minsterley, Cressage, Westbury

	Trinity CE Primary Long Mountain CE Primary	
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South Shropshire		
EHCP Case Officer	Primary Schools	Cases NOT in a mainstream Primary are allocated based on home post code (TMBSS / LA Specialist / OLEA Specialist / Independent Specialist) LAC / EHE / EOTAS cases have been allocated based on home postcode. Movers in will also be allocated based on home postcodes.
Helen Berry	Bridgnorth, St. John's Catholic Primary Bridgnorth, St. Leonard's C.E. Primary Brown Clee C E Primary Morville C E Primary Worfield Endowed C.E. Primary	WV16, WV15, WV6 Bridgnorth (North and East)
Helen Berry	Alveley Bridgnorth, Castlefields Primary Bridgnorth, St. Mary's Bluecoat CE Primary and Hub Claverley C E Primary Highley Primary	WV16, WV5 Bridgnorth (South and West)
Leanne Morris	Albrighton Primary Albrighton, St Mary's CE (Controlled) Primary Beckbury CE (Controlled) Primary Sheriffhales Primary Shifnal Primary Shifnal, St. Andrew's C E Primary	TF11, TF3, TF4, WV7 Shifnal, Broseley

Helen Berry	Bayton Primary School Burford CE Primary Clee Hill Community Primary Cleobury Mortimer Primary Farlow C E Primary Kinlet C E Primary Stottesden C E Primary	DY12, DY14, WR15, SY8, WV16 Bewdley, Kidderminster
Helen Berry	Barrow CE Primary Brockton CE Primary Broseley C E Primary Broseley, John Wilkinson Primary Buildwas Primary Church Preen Primary Cressage, Christ Church C E Primary Much Wenlock Primary	TF8, TF12, TF13 Much Wenlock, Broseley
Leanne Morris	Adderley C.E. Primary Buntingsdale Primary Cheswardine Primary Hinstock Primary Hodnet Primary Longlands Primary Market Drayton Junior Moreton Say C E (Controlled) Primary Norton-In-Hales C E (Voluntary Controlled) Primary St Mary's CE Primary, Mucklestone Stoke on Tern Primary Woore Primary	TF9 Market Drayton
Helen Berry	Church Stretton, St. Lawrence C.E. Primary Conover CE Primary	SY6 Church Stretton

	St Edward's C E Primary Longnor C E Primary Rushbury C E Primary Wistanstow C E Primary	
Helen Berry	Bitterley CE Primary Bishop Hooper, Primary Bucknell, St Mary's CE Primary Corvedale C E Primary Ludlow Primary Ludlow, St. Laurence C E Primary Onny C E Primary Stokesay Primary	SY7, SY8 Craven Arms, Ludlow
Helen Berry	Bishop's Castle Primary Chirbury C E (Voluntary Controlled) Primary Clun, St George's C E Primary Clunbury C E Primary Lydbury North C E Primary Newcastle Primary Norbury Primary	SY9, SY21 SY15 Bishops Castle

Key Stage 3/4 Team (Years 7 - 11)

Senior EHCP Case Officer: - Gaynor Styles

Allocation basis: cases are arranged by secondary school or area of main responsibility, with all other cases allocated by home postcode.

EHCP Case Officer	Area of main responsibility.	Case Allocation of Mainstream Schools	Case Allocation by home postcode for all other cases.
LYNSEY WRAY – Advanced Case Officer	North-East Shropshire	Sir John Talbots School and SJT hub Grove School Burton Borough School TMBSS	SY4, SY13, ST19, CW3, DE3, DE15, LL14
ABBIE THOMAS	North-West Shropshire	Lakelands Academy and Kettlemere Centre The Marches Academy and Hub The Corbet School St Martins School The Thomas Adams School	SY10, SY11, SY12, SY14, SY21, SY22, LL14, LL33
CHARLIE VAUGHAN	Central Shropshire	Belvidere Secondary Meole Brace Priory Shrewsbury Academy Mary Webb	SY1, SY2, SY3, SY5, SY6, TF1, TF2, TF3, TF4, TF5, TF6, TF7, TF8, TF9, TF10, TF11, TF12, TF13

BECCI LEEDER	South Shropshire	Bridgnorth Endowed and Hub Idsall Oldbury Wells Church Stretton Lacon Childe and Hub William Brookes Community College, Bishop Castle Ludlow Tenbury Ormiston Academy	SY7, SY8, SY9, SY15, SY16, SY21, DY12, DY14, WV5, WV6, WV7, WV15, WV16, HR1, WR15
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Post 16 Team (Year 12 onwards)

Senior EHCP Case Officer: - Camilla Velarde

Allocation basis: post-16 cases are arranged by provision type, college or setting, including alternative provision, EHE, NEET and independent specialist arrangements.

EHCP Case Officer	Case Allocation by home postcode
Aimee Hearn – ADVANCED CASE OFFICER	EOTIC/Alternative Provisions
Jane Wenlock	Hereford Ludlow and North Shropshire College Derwen/Condoover Specialist Severndale Specialist (Futures) Independent settings (excl. Bettws) EOTIC
Megan Smith	Shrewsbury College Group Elective Home Educated young people Bettws Independent Specialist EOTIC
Vacancy	All other colleges NEET EOTIC

Specialist Team

Senior EHCP Case Officer: - Jemma Allison

Allocation basis: specialist cases are arranged by maintained specialist setting, independent non-maintained school, EHE/EOTIS/unplaced arrangements and phase transfer responsibility.

Jane Merrick	<u>Independent Non-Maintained Schools</u> Focus schools: Smallbrook, Lamledge, Access, Rodenhurst, Bettws Age range: Key Stage 1 – Key Stage 4	Phase Transfers: Responsible for Phase Transfers across the 5 focus schools (NCY 2, 6, 9 and 11). Post 16: Following phase transfer (Y11), case will transfer to post 16 team for case work and no longer sits within the specialist team (including when the young person is remaining within an independent setting). *FAMILIES WITH CHILDREN AND YOUNG PEOPLE WHO ATTEND AN INDEPENDENT SETTING WILL BE OVERSEEN BY THE CASE OFFICER FOR THEIR POSTCODE. *
Anna Jones	Woodlands School, maintained specialist setting Age range: Key Stage 2 – Key Stage 4 EHE/EOTIS/Unplaced	Phase Transfers: Responsible for Phase Transfers (NCY 6, 9 and 11). Post 16: Following phase transfer (Y11), case will transfer to post 16 team for case work and no longer sits within the specialist team.
Katie Goss	Keystone Academy, maintained specialist setting Age range: Key Stage 1 – Key Stage 4	Phase Transfers: Responsible for Phase Transfers (NCY 2, 6, 9 and 11). Post 16: Following phase transfer (Y11), case will transfer to post 16 team for case work and no longer sits within the specialist team.
Autumn Cass	Severndale (Primary), maintained specialist setting Age range: Reception - Key Stage 2	Phase Transfers: Responsible for Phase Transfers (NCY 2 and 6). Following phase transfer (Y6), case will transfer to Rebecca Parson, EHCP Case Officer for Severndale (Secondary).
Rebecca Parson	Severndale (Secondary), maintained specialist setting Age range: Key Stage 3 – Key Stage 4	Phase Transfers: Responsible for Phase Transfers (NCY 9 and 11). Post 16: Following phase transfer (Y11), case will transfer to post 16 team for case work and no longer sits within the specialist team.
Katie Goss / Anna Jones	Elective Home Education (EHE) Age range: Reception – Key Stage 4	Phase Transfers: Responsible for Phase Transfers (NCY 2, 6, 9 and 11). Post 16: Following phase transfer (Y11), case will transfer to post 16 team for case work and no longer sits within the specialist team.

Team contact details

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