

Useful terms and Abbreviations

A

Admission limit- the maximum number of pupils intended to be admitted into any year of a school

ADHD-Attention Deficite(Hyperactivity) Disorder. A condition whereby a child has a short concentration span and is unable to stay on task.

AEN Additional Educational Needs- A wider term than SEN, attempting to recognise additional needs

ACE Advisory Centre for Education- A non profit making campaigning body, which provides educational advice to parents and others

Annual Review- A multi-disciplinary review meeting, is a legal requirement to review a child's Statement of Educational Needs. This review also reviews progress made in reaching the previous year's educational targets and set key learning objectives for the coming year. This is combined with a holistic review of all the other services the child is receiving or requires.

Appeals- parents have the right of appeal against decisions relating to admission to schools, special educational provision and exclusion from school

APR- Annual Performance Review

AQA- Assessment and Qualifications Alliance. The largest examining board in the UK

ASD- Autistic Spectrum Disorder. Autism occurs in differing degrees of severity and in a variety of forms.

Aspergers- At the higher end of the Autistic Spectrum Disorders. Individuals are of average or higher than average intelligence

Attainment target- the knowledge, skills and understanding which pupils are expected to have by the end of each national curriculum key stage

B

Ballot- a method of voting, usually secret.

Baseline assessment- assessment of pupils' attainment on entry

Beaulieu- Short break respite centre.

Benchmarking- A periodic assessment of learning which is used to compare a pupil's attainment and progress over a given period of time which is then measured against their previous performance.

Best value- replaces compulsory competitive tendering and confirms the need for all council services to be efficient, cost effective and responsive to client needs.

BEST- Behaviour and Education Support Teams

BIP- Behaviour Improvement Programme

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Budget share- the amount schools receive through the formula and for which the governing body has delegated responsibility under the local management of school (LMS)

BSF- building schools for the future. A 10 to 15 year programme for the rebuilding or refurbishing of schools

B' Squared- A company that writes, updates and supplies Connecting Steps, a summative assessment tool for learning, which identifies competency levels within each P' Level and up to National Curriculum level 5

BV- Best Value

C

CAF- Common Assessment Framework

CAMHS- Community and Adolescent Mental Health Service

CC- Children's Centre

Capital expenditure- spending on building projects and large items of equipment

Casting vote- an additional vote to be used by the chair when an equal number of votes are cast

Child protection governor- the governor who oversees child protection

Children's Trust-bring together all services for children and young people in an area, underpinned by the Children Act 2004 duty to cooperate, to focus on improving outcomes for all children and young people

Clerk- the person appointed to carry out administrative duties to the governing body such as preparing the agenda, managing meetings and dealing with correspondence. The clerk advises the governing body on legal and procedural matters

Cluster-Geographically linked group of primary, middle, high and special schools which work together

Collective worship- a single act of worship for all pupils required to take place in maintained schools

Community School- school maintained by the local authority

Community special school- special schools maintained by the local authority

Connecting Steps- B Squared's Assessment Software package, a Standard SEN assessment tool in the UK.

Connexions- service providing advice, guidance and personal development opportunities for all young people aged 13 to 19 to prepare for transition into work and adult life.

CRB- Criminal Records Bureau. A organisation created to protect children

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and vulnerable adults from abuse by identifying unsuitable employees and volunteers working with these vulnerable groups

COGS- Co-ordinators of Governor Services

C.O.P.-Code of Practice. A guide to schools and local education authorities about the help to be given to children with special educational needs. Schools and local authorities must have regard to the Code when working with a child with Special Educational Needs.

CPD- continuing professional development

CVA- contextual value added

CYPP- children and young people's plan

D

DDA- disability discrimination act

Delegated budget- money which governing bodies can use to their discretion

Delegated powers- committee or the Head Teacher permitted to take action on behalf of the governing body

DCSF- Department for Children Schools and Families. UK government department with responsibility for children's services, families, schools, 14-19 education, and the Respect Taskforces.

Devolved capital- funding allocated to schools specifically for large capital projects

Directed Time- time when a teacher must be available to carry out duties, including attending staff and parents meetings under the direction of the Head Teacher

Dyslexia-A specific learning disability related to reading and spelling.

Dyspraxia-An impairment or immaturity of the organisation of movement

E

EBD- emotional and behavioural difficulties

ECM- Every Child Matters

EDP- Education Development Plan

EPS (Educational Psychology Service)- This service supports schools, parents and the LA in meeting the learning needs of all pupils, in particular those who have special educational needs.

EP- Educational Psychologists assess how children develop and learn.

EWO- Education Welfare Officer. Employed by the LA to make sure the children get the education they need. They deal with school attendance.

EWS- Education Welfare Service. This service works closely with schools, pupils and parents in promoting regular school attendance and helping to resolve difficulties that may lead to a child not attending school.

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Ex officio- an individual who is able to attend meetings by virtue of holding a particular office

Exclusion- pupils removed from schools for serious misconduct, either for a fixed period or permanent

Extended services- a range of services or activities offered before or after the normal school day for the pupils, families and wider community

F

FE- Further Education

FMSIS-Financial Management Standards in Schools. An external measure, renewed every 3 years, for checking and ensuring that schools are financially well-managed.

FTE- Fixed Term Exclusion

FOI- Freedom of Information

Foundation stage curriculum- followed by children below statutory school age, in schools and nursery/pre-school provision

FSM- free school meals

FTE- full-time equivalent

G

GAP Software- Computer Programme. This add on allows schools to analyse the data they have collected in Connecting Steps, analysis can be done by any cohort and features a wide range of reports.

Governors- A school's Governing body oversees the workings of the school.

GTC- general teaching council

H

H&S- health and safety

HLTA higher level teaching assistant

HMI- her majesty's inspector

HSE- health and safety executive

I

IBP- Individual Behaviour Plan

ICT- information and communications technology

IEP- Individual Education Plan, drawn up for children with special needs

IIP- Investors in People

IMD- Index of Multiple Deprivation

INSET- in service education and training for staff

Instrument of government- the legal document setting out the composition of the governing body

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IPS- Independent Parental Supporter. Someone who can support parents, for example by going to meetings and help parents understand the SEN framework. Contact through Parent Partnership. See (P).

ISR- individual school range

ITT- initial teacher training

J

JAR- Joint Area Review

K

KS Key Stage - the national curriculum is divided into four key stages: key stage one, pupils aged five to seven; key stage two, aged seven to 11; key stage three, 11 to 14 and key stage four, aged 14 to 16

L

LA- Local Authority. Isle of Wight Council has Children's Services which is a combined education and Social Care service. Responsible for providing education and for making statutory assessments and maintaining statements.

LAC- Looked After Children

LMS- Local Management of Schools where schools manage their own budgets

LSA- Learning Support Assistant. Non teaching support staff who work in the classroom with children with special educational needs.

LSC- Learning and Skills Council. The body responsible for funding and planning education and training for over 16 year olds.

M

MAC- More Advanced Children

M&E- Monitoring and Evaluation

MAT- Multi-Agency Team

Mixed ability teaching- group in which children of all abilities are taught together

MLD- Moderate Learning Difficulty

MPS- Main Pay Scale

N

NAHT- National Association of Head Teachers

Named Officer- The LA officer who liaises with parents over the assessment and statementing process.

NASEN- National Association of Special Educational Needs

NASUWT- National Association of Schoolmasters and Union of Women Teachers

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National curriculum- the curriculum required by law to be taught in all schools. The governing body shares with the LA and the Head Teacher the responsibility of ensuring that it is implemented, where applicable.

NCVQ- National Council for Vocational Qualifications

NGA- National Governors Association

Net Steps- The Network version of Connecting Steps, allows access across the school on the network so all users can access the same data

NGFL- National Grid for Learning

NRT- National Remodelling Team

NRwS- New Relationship with School

Notice to improve- OfSTED judgement

NPQH- National Professional Qualification for Head Teachers

NTA- Non-Teaching Assistant

NQT- Newly Qualified Teacher

NUT- National Union of Teachers

NVQ- National Vocational Qualification

O

OfSTED Office for Standards in Education- The body which arranges and sets education standards

OT- Occupational Therapist. Assess how to maximise and maintain individual independence in everyday living skills. They can advise on aids, equipment or home/school adaptations.

P

Parent Partnership service- Provide advice and information to parents whose children have special educational needs. It provides impartial and factual support on all aspects of the SEN provision to help parents play an active and informed role in their child's education.

PCP- Person-Centred Planning

PI- Performance Indicators

PIVATS- performance indicators for value added target setting

PLASC- Pupil Level Annual School Census

P'Levels- Pre National Curriculum Level 1, P'Levels 1-8

PM- performance management: a periodic reviewing of staff to identify their future needs in terms of training and staff development

PoCA- Protection of Children Act

PPA- planning, preparation and assessment time for teachers (10% guaranteed non-contact time)

Prospectus- information about an individual school. Must be published annually

PRU- Pupil Referral Unit. Pupils are referred due to behavioural need

PSHE- Personal Social Health Education

Q

QCA- Qualifications and Curriculum Authority

QTS- qualified teacher status

Quorum- the minimum number of members at a meeting for decisions to be made

R

RA- record of achievement

RAISE- Reporting and Analysis for Improvement Through School Self-Evaluation

RE- religious education

Risk assessment- assessment of the risks to health and safety pupils and staff are exposed to whilst undertaking specific activities

S

SALT- Speech and Language Therapist

School profile- an online report to parents

SCITT- School Centred Initial Teacher Training

SDP/SIP- school development plan/school improvement plan

SEF- self-evaluation form

SEN- special educational needs. Children have special needs if they have learning difficulties that require extra or different help.

SENCO- special educational needs coordinator. The teacher responsible for coordinating SEN provision in the school

SENDIST- The Special Educational Needs and Disability Tribunal. An independent body that hears appeals lodged by parents/carers against SEN decisions made by the LA. SENDIST also hears claims of unlawful discrimination in admissions, exclusions and education and associated services.

Secondments- the release of staffing on a temporary basis for work elsewhere

SIMS- schools information management system. A computer software package to assist with managing information on pupils, staff and resources

SIP- School Improvement Partner

SLA- service level agreement

SLD- severe learning difficulty

SLT- senior leadership team

Special measures- a school which, when inspected has failed to provide an acceptable standard of education

Special school- a school for children and young people whose needs cannot be met in a mainstream school

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Stakeholders- persons or groups of people with an interest in a particular organization, for example in a school, stakeholders would be parents, staff, pupils, governors, the community etc

Statement- Statement of special educational needs. A document written by the LA that sets out a child's needs and all the extra help he/she needs.

Statutory Assessment- A very detailed examination of a child's special educational needs which may lead to a statement.

Supply teacher- a teacher who works in the school on a temporary basis to cover staff absence

T

TA- Teaching Assistant

TA Framework- Framework of opportunities for professional development

TDA- teaching and development agency

Team around the Child- A meeting to address a focussed issue surrounding the needs of the child. A multi disciplinary meeting which includes representatives of relevant services and all those involved in the care of that child.

TLR's- teaching and learning responsibilities

Transition Plan- A plan drawn up at year 9 annual review of a statement setting out the steps needed to move from school into adult life.

TTA- teacher training agency

U

Unauthorised absence- absence by pupils from school which is not otherwise authorised

UPS- upper pay scale

V

VAK- Visual, Auditory and Kinaesthetic preferences. Whether a child learns best through looking hearing or moving.

Value added the progress schools help pupils make relative to their individual starting points

Virement- the transfer of certain sums of money from one budget heading to another