



2007
Edition

Glossary of Terms & Abbreviations

CHILDRENS SERVICES

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April 2007 - VIII

Term / Abbreviation	MEANING
A	
AAN	Approved Admission Numbers
ABC	Acceptable Behaviour Contract
ABE	Adult Basic Education
ACE	Advisory Centre for Education An advisory service for parents. (Department A, 1C Aberdeen Studios 22-24 Highbury Grove, London. N5 2DQ, ☎ 020 7354 8318, www.ace-ed@easynet.co.uk).
ACG	Annual Capital Guideline
ACPC	Area Child Protection Committee
ACPI	Audit Commission Performance Indicator
ACU	Active Communities Unit
ACUTE TRUSTS	Management trusts in charge of providing Acute Health Services
AD	Assistant Director
ADD	Attention Deficit Disorder
ADHD	Attention Deficit and Hyperactivity Disorder
Admissions Authority	The Admissions Authority is the body responsible for deciding how pupils are admitted to a school, and allocating places.
ADSS	Association of Directors of Social Services
AE	Adult Education
AEN	Additional Educational Needs
AF	Admissions Forum
Agreed Syllabus	A syllabus of religious education that is not specific to one religion, adopted by an LEA for teaching in community and voluntary controlled schools. The course is developed by the SACRE. Torbay's Agreed Syllabus was adopted in September 2000 after a joint review with Plymouth and Devon.

ALD	Adults with Learning Difficulties
ALS	Additional Literacy Support
AMP	Asset Management Plan Based on surveys of a school, AMPs will set out the agreed priorities and the approaches for tackling them both of which have been agreed locally. It provides the opportunity for more effective targeting of funding to where it can have the greatest impact on raising standards.
Anonymised Data	Data from which the name of the person concerned has been removed.
APA	Annual Performance Assessment
APIR	Assessment, Planning, Implementation and Review
APT&c	Administrative Professional Technical & Clerical Salary scale for most administrative and non-teaching staff - now NJC.
ARM	Annual Review Meeting
Articled Teacher	A teacher who is being trained on the job.
AS	Advanced Subsidiary Post 16 students study for AS levels during the first year of 6th form, and can then proceed to take the A level course and examinations as the second year.
ASBO	Anti Social Behaviour Order
ASC	Annual Schools' Census Formerly known as Form 7.
ASC	Autistic Schools Census
ASD	Autistic Spectrum Disorder
AST	Advanced Skills Teacher
ASW	Approved Social worker
AT	Attainment Targets ATs provide the objectives for what is to be learned in each subject set in the National Curriculum at

	ages 7, 11, 14 and 16 (see also NCTs).
ATL	Association of Teachers and Lecturers 7 Northumberland Street, London WC2N 5RD. ☎ 020 7930 6441, fax 020 7930 1359, www.askatl.org.uk
AWPU	Age Weighted Pupil Unit The sum of money allocated to the school for each pupil according to age. The main source of funding for the school.
B	
B.A.	Bachelor of Arts
BAR Steering Group	Budget and Resources Steering Group A Steering Group to contribute to the development and review of 'best value' within Education and to promote openness, accountability and best practice in the allocation and use of financial resources.
Baseline Assessment	Assessment which takes place on pupil's entry to a school in order to establish a child's existing knowledge.
BCA	Basic Credit Approval
B.Ed.	Bachelor of Education
B.Sc.	Bachelor of Science
Beacon Councils	Award scheme. Highlighting and sharing good practice with other local authorities
Beacon Schools	Schools which have been identified as amongst the best performing in the country and represent examples of successful practice which are to be brought to the attention of the rest of the education service with a view to sharing and spreading that effective practice to others.
Behaviour Support	In conjunction with Parenting and Family Support, Also see Clusters
BEM	Business Excellence Model an approach to business planning and approval.

Benchmarking	Banding of assessment data based on data from all schools, or schools within specified categories.
BESD	Behaviour, Emotional and Social difficulties
BLST	Behaviour and Learning Support Team (see BSP Behaviour Support Plan)
BSA	Basic Skills Agency Promoting learning amongst adults. (Commonwealth House, 1-19 New Oxford Street, London WC1A 1NU. ☎ 020 7405 4017, www.basic-skills.co.uk)
BSF	Building Schools for the Future
BSP	Behaviour Support Plan The Behaviour Support Plan (BSP) is a statement prepared by the LEA detailing the arrangements available, or proposed, in their area for the education of children with behavioural difficulties. The plan is a statutory requirement, to help ensure that there are coherent, comprehensive and well understood local arrangements for helping schools tackle poor behaviour and discipline problems. The plans offer an opportunity to identify where aspects of current provision work well and to facilitate the spread of good practice.
BV	Best Value A framework placed on local authorities by central government to show they are delivering their services to clear standards of cost and quality.
BVPI	Best Value Performance Indicator
BVPP	Best Value Performance Plan
C	
Cabinet (The)	Responsible for developing budget and policy framework proposals for Council approval and for all action within these policies.
C & F	Children and Families

C of E	Church of England
CAF	Common Assessment Framework. Local multi-disciplinary teams working together to deliver in a "Team around the Child" approach.
CAFCASS	Children and Adolescent Mental Health Service
CAL	Computer Aided/Assisted Learning
CAL	Calidcott Guardian (A designated Health of Social Care professional responsible for ensuring Caldicott Principles (relating to the sharing of personally-identifiable information) are adhered to within an organisaiton)
CAMHS	Child Adolescent Mental Health Service
CAT	Cognitive Ability Test A test to show an accurate assessment of each individual pupil's potential.
CC	Children's Centre
CC	Community College
CCNUK	Carte Co-ordination Network UK
CCW	Community Care Worker
CEO	Chief Education Officer
CEB	Children's Executive Board
CES	Community Equipment Services/Community Equipment Store
CFE	College of Further Education
CFGs	Child and Family Guidance Service
Change for Children	Every Child Matters agenda steering towards joined up services from education social care, health, voluntary sector, police and other partnerships.
CHAI	Commission for Health Audit & Improvement
CHE	College of Higher Education
Checkpoint	Advice and support for drug and alcohol users and referral to other agencies
Children's	Part of Cluster arrangements

Centres	
Children's Fund	A central government initiative providing funding for the development of preventative services for children in the 5 - 13 age group
Children's Society	National Children's charity working with children to help them deal with difficult life challenges. Currently focusing on four groups: children at risk on the streets, disabled children, young refugees and children in trouble with the law.
ChT	Children's Trust
CIF	Common Inspection Framework Post-16 Education and Training.
CIN	Children in Need
Circulars	Periodic documents issued by the Secretary of State to explain, interpret and give advice about legislation, including regulations.
CIS	Children's Information Service
CLA	Children Looked After
CLLD	Communication Language and Literacy Development
Clusters [Schools/Community]	Integrated Frontline Workers; locally based in schools across the bay (Roll out in 2007). Including Education Welfare Officers, Connections, Youth, Health Workers. See CYPP for more information.
CMHT	Community Mental Health Team
Code of Practice for SEN	Guidance for schools and LEAs on the assessment and management of special educational needs
ConFED	Confederation of Education Professionals
Commissioning	Process by which needs are identified, priorities set and resources pooled to provide services.
Community College	A school with a wide role in the local community, usually through offering adult education courses and other facilities for use by local people, not just school age pupils.

Community Schools and Special Schools	Schools wholly funded by the LEA.
CONI	Care of the Next Infant
Connexions	A Government strategy to ensure that all young people have the chance to learn the skills they need to make a success of their adult life. Personal Advisers will assist in helping young people fulfil their potential
CoP	Code of Practice
Corporate Governance	A range of systems, procedures and processes that the Council uses to identify its objectives and to ensure that they are delivered.
COSHH	Control of Substances Hazardous to Health
CP	Child Protection
CPA	Comprehensive [Corporate] Performance Assessment
CPB	Children's Partnership board
CPC	Child Protection Committee
CPC	Costed Packages of Care
CPD	Continuing Professional Development
CPR	Child Protection Register
CPS	Common Pay Spine or Scale (for Headteachers)
CPS	Crown Prosecution Service
CQSW	Certificate of Qualification in Social Work (see DIP.S.W)
CRB	Criminal Records Bureau The CRB reduces the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults. The CRB is an executive agency of the Home Office and is set up to help organisations make safer recruitment decisions by providing a wider access to criminal

	record information.
CSCI	Commssion of Social Care Inspectorate
CSCSG	Children's Services Change Steering Group
CSMT	Children's Services Management Team
CSSMT	Children's Services Senior Management Team
CSP	Children's Service Plan
CST	Curriculum Support Teachers
CT/ChT	Children's Trust
CTC	City Technology College
CVS	Council for Voluntary Service
CWDC	Children's Workforce Development Council
CYPD	DfES Children and Young Persons Directorate
CYPP	Children and Young People's Plan
CYPSP	Children and Young Peoples' Strategic Partnership
D	
DAT	Drug Action Team
Data Protection Act	A set of legal rules that set out rights and responsibilities when dealing with personal data
DCA	Devon Childminding Association
DDA	Disability Discrimination Act (2001)
De Lac	Looked after child leaving care
Deprivation	Relative lack of wealth and opportunity in an area.
DETR	Department for the Environment, Transport and the Regions www.detr.gov.uk
DfES	Department for Education and Skills Publications ☎ 0845 60 222 60: www.dfes.gov.uk
DFG	Disabled Facilities Grant
DFS	Devolved Funding Scheme
DIP.S.W	Diploma in social work, new qualification, replacing C.Q.S.W.
Differentiation	The organisation of teaching programmes and methods specifically to suit the age, ability and aptitudes of individual children.

DIP	Drug Intervention Programme
Direct Payments	Payments made to individuals by local authorities for them to manage and pay for care services directly
Disaffection	Pupils showing lack of motivation, lack of confidence and low self esteem.
Disapplication	Term used where the National Curriculum requirements may not apply to a pupil. The Headteacher may make exceptions but must inform the LEA, Governors and parents, and the parents can appeal against the decision.
DIS	Delivery Information on Services for Children
DISC	Devon Information on Services for Children Childminders/Day Nurseries/Holiday Clubs/Pre School/Playgroups/Parent and Toddler Groups etc etc Devon wide information Freefone 0800 0563666 (www.devon.uk/disc/)
DoH	Department of Health
DLA	Disability Living Allowance
DPO	Data Protection Officer
DRC	Disability Rights Commission
DRG	Data Review Group School and Directorate Service representatives, focus on availability, prioritisation and impact of a range of pupil and school data on school standards and improvement.
Drinkline	Help for young people with drinking issues 0800 9178282
DRTF	Disability Rights Task Force
DTTOs	Drug Testing and Treatment Orders
Duty Officer	A person who can be contacted by the public during office hours, usually a social worker or similar
E	
Early Intervention	Aimed at stopping longer-term problems developing for children showing first signs of difficulty at highest risk of social exclusion.

EAL	English as an Additional Language.
EAZ	Education Action Zone An initiative to both improve and embed change in the most deprived urban and rural areas and discover models of improvement which can be shared with the rest of the education system.
EBD	Emotional and Behavioural Difficulties
EBP	Education Business Partnership
ECM	Every Child Matters
ECM Outcomes	Be Healthy. Stay Safe, Enjoy and Achieve, Make a Positive Contribution and Achieve Economic Well-being. Set by the DFeS
ECYPPC	Education of Children and Young People in Public Care
EDP	Education Development Plan
EDS	Education Development Service
EEC	Early Excellence Centres
EET	in Employment, Education and Training
EFL	English as a Foreign Language
EHE	Elective Home Education
EI	Early Intervention
EiC	Excellence in Cities A programme to improve the education of city children.
Eligible Child - Looked After	16 or 17 year old still in care after at least 13 weeks since the age of 14
ELP	Enhanced Learning Provision
EMIE	Education Management Information Exchange (The NFER, The Mere, Upton Park, Slough. SL1 2DQ. ☎ 01753 523156, www.emie@nfer.ac.uk)
EMS	Education Management System
EMTAG	Ethnic Minority and Travellers Achievement Grant
EO	Education Officer

EOP	Equal Opportunities Policy
EOTAS	Education Otherwise Than At School
EP	Educational Psychologist
EPO	Emergency Protection Order
EPR	Electronic Patient Control
EPS	Educational Psychologist Service
ERA	Education Reform Act 1998
ERDF	European Regional Development Fund
ESF	European Social Fund
ESO	Education Supervision Order An LEA may apply for such an Order under the Children Act 1989 to acquire powers to deal with cases of poor attendance at school.
ESP	Early Support Programme
EWO	Education Welfare Officer Employed to help pupils and parents where there are problems, particularly regarding attendance. They are a valuable link between home and schools.
EWS	Education Welfare Service
Executive	The decision making body for the Council
Extended Schools	Providing a range of services and activities often beyond the school day to help meet the needs of the pupils, their families and wider community. (See also FSES)
EY	Early Years see also clusters
EYDCP	Early Years Development and Childcare Partnership
EYES	Early Years Enhancing Standards
F	
FAB team	Financial Assessment & Benefits Team
Family Centre	A centre offering support to parents and children at times of family stress
Family	Team responsible for organising fostering and

Placement Team	adoption
fe	Form of Entry Number of school classes in a school year
FE	Further Education
FMR	Financial Management Regulations
FoI	Freedom of Information Act
Former Relevant Child - Left Care	18-21 year old who left care after 01/10/01 but who lived in care for at least 13 weeks since their 14 th birthday.
FRANK	Drugs help and advice, 24 hr help 0800 9178282 or www.talktofrank.com
FSP	Family Support Plan
Foundation Governor	A person appointed to be a member of a school's governing body to ensure that the school preserves its particular religious character or where the school has a trust deed to ensure that the school is conducted in accordance with the terms of the trust deed.
Foundation Schools	A school introduced on 1/9/99 by the School Standards and Framework Act 1998. Totally funded by an LEA. The governing body employ the staff and control pupil admissions.
Foundation Stage	For children 3-5 years, prior to Key Stage 1.
Franchising	Some schools and FE Colleges organise courses, but "franchise" them so that students can study them at other locations.
FSES	Full Service Extended School Specified range of services to be delivered in conjunction with other providers, particularly Health and Social Services. Services included Family Learning, ICT, Study Support, Health and Social Carte, Childcare, Lifelong Learning, Arts and Sports

	and Parent Support. (See also Extended School)
FSM	Free School Meals
FSP	Family Support Plan
FSW	Family Support Worker
FT	Full Time
FTE	Full Time Equivalent For example, in statistical tables 30 part-time nursery places are usually expressed as 15 full time equivalent places.
Form 7	Used to collect statistical information, the most important being number of pupils. This will be replaced by PLASC (Pupil Level Annual School Census) from January 2002.

G

G & T	Gifted and Talented
GCE	General Certificate of Education (A and AS Levels)
GCSE	General Certificate of Secondary Education
Gillick Competence	A test used to decide whether a young person is able to give informed consent, usually administered by a health professional
GMC	General Medical Council
GMS (formerly)	Grant Maintained School Now mainly Foundation Status
Golden Hellos	Additional money available to eligible postgraduates teaching maths, science, English, modern languages, design and technology or ICT in England.
GOSW	Government Office of South West (www.gosw.gov.uk)
GP	General Practitioner
GNVQ	General National Vocational Qualification
GSCC	General Social Care Council
GTC	General Teaching Council (www.dfes.gov.uk/gtc)
GTTR	Graduate Teacher Training Register

H	
HB	Housing Benefit
H&S	Health and Safety
HA	Health Authority
HAD	Hyperactivity Disorder
HE	Higher Education
HEADLAMP	Headteachers' Leadership and Management Programme
HI	Hearing Impaired
HKD	Hyperkinetic Disorder
HMI	Her Majesty's Inspectorate (see Ofsted)
HMCI	Her Majesty's Chief Inspector
HND	Higher National Diploma
HR	Human Resources
HRD	Human Resources Development
HRM	Human Resources Management
HSA	Home School Agreement An agreement between schools and parents in order for parents to help more effectively if they know what the school is trying to achieve and how they can help.
HSE	Health and Safety Executive (www.hse.gov.uk)
HSS	Hearing Support Service
HV	Health Visitor
I	
IAN	Indicated Admission Number The number of pupils per intake calculated by the 2002 capacity formula.
IAP	Individual Action Plan
ICO	Interim Care Order
ICS	Integrated Care System
ICS	Integrated Children's System
ICSP	Infant Class Size Plan

ICT	Information and Communications Technology
IEA	Independent External Adjudicator
IEP	Individual Education Plan
IiP	Investors in People
ILD	Indices of Local Deprivation
ILT	Information and Learning Technology (FE)
IM	Information Management
IMT	Information Management Technology
Infants School	A school for pupils aged from 4 to 7 years.
Information Sharing	See Clusters, CAF, TAC and Integrated Children's System
Informed Consent	An unambiguous expression of agreement by a person after they have been given what is clear and sufficient information upon which to base their decision to consent
INSET	In-Service Education and Training (for Teachers)
Integrated Youth Service	Also see Clusters. Advice, guidance and developing volunteering opportunities. (Includes Youth Service, Youth Offending Team, Connexions, Care in the Community, Extended Services and Community Safety.
IPS	Independent Parental Supporter
IRO	Independent Reviewing Officer
IRT	Identification, Referral and Tracking
ISA	Information Sharing And Assessment
ISB	Individual Schools Budget All funding spent on schools
ISP	Independent Sector Placement/Provider
IT	Information Technology
ITT	Initial Teacher Training
IWB	Interactive White Board
J	
JAR	Joint Area Review Inspectors from various

	government agencies (OfSTED, CSCI, Audit Commission etc inspections fo LA services for children)
JNC	Joint National Council
JCC	Joint Consultative Committee Forum to deal jointly with issued raised by Union and LEA representatives.
Joint Commissioning	Commissioning across sector partnerships; finding resources jointly to deliver services
Junior School	A school for pupils aged from 7 to 11 years.
K	
KS	Key Stage The National Curriculum is divided into four Key Stages: KS1 aged 5 to 7; KS2 aged 7 to 11; KS3 aged 11 to 14; KS4 aged 14 to 16. See also Attainment Targets (AT) and National Curriculum Test (NCT).
L	
LA	Local Authority
LAA	Local Area Agreement
LabC21	Learning and Behaviour Service for 21st century
LAC	Looked After Children, the responsibility of the Local Authority <u>Now referred to as CLA (Aug 05)</u>
LAF	Local Admissions Forum
LD	Learning Disabilities/Learning Difficulties
LDPB	Learning Disability Partnership Board
LDD	Learning Difficulties and Disabilities
LEA	Local Education Authority (i.e. Torbay Council)
Lead Member	A member of the Cabinet who is given responsibility for one particular service area which then becomes their recognised portfolio.
Lead Professional	Practitioner who takes key responsibility for case co-ordination and management for a child or young person

Learning and Standards	Supporting schools and universal services such as curriculum, teacher training etc.
Learning South West	Was SWAFET (Bishops Hull house, Taunton, TA1 5RA ☎ 01823 335491)
Leaving Care Grant	Funding for care leavers to buy essential items on moving to independent accommodation
Leaving Care Workers	See Personal Advisor
LGA	Local Government Association (www.lga.gov.uk)
LGS	Local Government Salary scale for most administrative, manual and non-teaching staff.
LIG	Local Implementation Groups
List 99	Lists of teachers, youth workers and other workers with children and young persons who have been excluded from relevant employment by the GTC because of misconduct or on medical grounds.
LIT	Local Implementation Team
LLP	Local Learning Partnership
LMS	Local Management of Schools
Lone Parent	A person with sole practical and financial responsibility for bringing up a child
LPS	Local Preventative Strategy
LPSA	Local Public Service Agreement
LPSH	Leadership Programme for Serving Heads
LSA	Learning Support Assistant
LSB	Local Schools Budget
LSC	Learning and Skills Council A new body set up in April 2001 (one covering Cornwall and Devon areas) to enhance the range of learning opportunities for businesses, communities and individuals.
LSCB	Local Safeguarding Children's Board [TSCB = Torbay LSCB]
LSS	Learning Support Service

LSU	Learning Support Unit
M	
MARAC	Multi Agency Assessment Conference
MFL	Modern Foreign Language
MIR	Major Incident Room
MLD	Moderate Learning Difficulties
MNSI	Multi-Needs Sensory Impairment
MOE	More Open Enrolment The MOE capacity is a measure of a school's capacity based on the number of classrooms available. It is calculated using a formula provided by the DfES.
MSI	Multi Sensory impairment
MTFP	Medium Term Financial Plan
MDT	Multi-Disciplinary Team
MVS	Millennium Volunteers Scheme for youth
N	
NACVS	National Association of Councils for Voluntary Service
NAGM	National Association of Governors and Managers Run by Governors for Governors. Membership open to individuals or governing bodies; produces useful leaflets and runs helpline. (Suite 1, 4 th Floor, Western House, Smallbrook, Queensway, Birmingham B5 4HQ, ☎ 0121 643 5787, www.governorhq@nagm.org.uk .)
NAHT	National Association of Head Teachers
NASUWT	National Association of Schoolmasters Union of Women Teachers (www.teacheersunion.org.uk)
Needs Assessment	For children in care moving into independent accommodation
NEET	Not in Employment, Education or Training (16+)
NC	National Curriculum

	The Curriculum required by law to be taught in all schools. The governing body shares with the LEA and the Headteacher the responsibility for ensuring that it is implemented.
NCH	National Children's Charity
NCT	National Curriculum Test An external test to assess attainment targets at each Key Stage.
NCT	National Childbirth Trust
NCPTA	National Confederation of Parent Teacher Associations
NCVO	National Council for Voluntary Organisations
NCVQ	National Council for Vocational Qualifications
NCY	National Curriculum Year
NDS	New Deal for Schools A grant to improve the condition of school buildings and enhance facilities for technology thereby helping to raise education standards. A special five-year programme announced on 2 July 1997.
NERS	National Exclusions Reporting System
NF	Network Forum
NFER	National Foundation for Educational Research
NGFL	National Grid for Learning (www.ngfl.org.uk)
NGC	National Governors' Council The National Governors' Organisation Forum for Governor Associations. (Lonsdale House, 52 Blucher Street, Birmingham B1 1QU, ☎ 0121 616 5104, www.ngc.org.uk)
NHS Direct	NHS Direct Website and 24 hour telephone health advice and information from NHS nurses
NIACE	National Institute of Adult Continuing Education (www.niace.org.uk)
NICE	National Institute of Adult Clinical Excellence

NIMHE	National Institute for Mental Health in England
NJC	National Joint Council for Government Services Local Government pay negotiating body.
NLS	National Literacy Strategy
NNEB	National Nursery Examination Board
NNS	National Numeracy Strategy
NOF	New Opportunities Fund Lottery funding.
NOR	Number on Roll
Note in Lieu	How the LEA explains why a statement has not been issued for a child
NPQH	National Professional Qualification for Headship
NQT	Newly Qualified Teacher
NPQH	National Professional Qualification for Headship
NRA	National Record of Achievement
NSF	National Service Framework
NSPCC	National Society for the Prevention of Cruelty to Children
NSSSEN	Non-Statemented Special Education Needs
NSIN	National School Improvement Network
NSSM	Nutritional Standards for School Meals
NTET	National Training and Education Targets
NUT	National Union of Teachers
NVQ	National Vocational Qualifications
NYA	National Youth Association
O	
ODPM	Office of the Deputy Prime Minister
OFSTED	Office for Standards in Education Responsible for the arrangements for the inspection of schools and LEAs. (Alexander House, 33 Kingsway, London WC2B 6SE; ☎ 020 7421 6800; www.ofsted.gov.uk).
OIC	Office of the Information Commissioner

OIS	Police Operational Information System
OOSCL	Out of School Hours Learning
OPGs	Opportunity Play Groups
OT	Occupational Therapist
OU	Open University (www.open.ac.uk)
P	
PAF	Performance Assessment Framework
PAL	Published Admissions Limit
PALS	Patient Advice and Liaison Services
PAN	Published Admission Number The number of children the LEA (or the governing body of an Aided or Foundation School) determines can be admitted to the school. It can be above the Standard Number (see below) but may not be below it.
PANDA	Performance and Assessment Data
PARIS	Social care client information database
Pathway Plan	Planning and support for CLA from living in care to independence
Partnership Governor	Governor appointed to represent the wider community of a foundation school.
PAS	Post Adoption Support
Pastoral Care	A School's arrangements for monitoring and advising pupils in personal and academic development.
Pathway Plan	A plan set up for Looked After Children before their 16th birthday setting out the support for transition to independence. Under the Children (Leaving Care) Act 2000, all Looked After Children (LAC) should have a Pathway Plan.
PAT	Professional Association of Teachers (www.pat.org.uk)
PCT	Primary Care Trust
PD	Physical Disabilities

PDC	Professional Development Centre (☎ 01803 406265)
PDC	Pupil Disciplinary Committee
Pedagogy	The art of teaching.
PEEP	Peers Early Education Partnership
PEP	Personal Education Plan
Parenting and Family Support	See Clusters.
Peripatetic Teacher	Specialist, advisory or support teacher
Personal Adviser	CLA worker allocated to make sure things in Pathway Plan are carried out up to age 21 (or 24 if in further/higher education Also known as Leaving Care Workers also see Connexions
PEVP	Panel for Excluded and Vulnerable Pupils
PFI	Private Finance Initiative A mechanism through which a Promoter can obtain private capital in order to bring forward Statutory Proposals (see below).
PGCE	Post Graduate Certificate of Education
PI	Performance Indicators
PIAP	Post-Inspection Action Plan
PICSI	Pre-Inspection Context and School Indicator
PICU	Paediatric Intensive Care Unit
PIG	Professional Interest Group
Placement	Arrangements for a person to be placed in foster or residential or nursing care
PLASC	Pupil Level Annual Schools' Census
PMLD	Profound and Multiple Learning Difficulties
PMT	Performance Management Threshold
PNC	Police National Computer
PNI	Physical and Neurological Impairment
Portage Service	Portage is a home-visiting service for pre-school children who have special needs. Portage assesses

	the needs of pre-school children, including those with physical difficulties, and then, in partnership with parents, builds on the abilities the child already has, teaching skills the child has yet to master.
Post 16	A term used in connection with education for pupils aged over 16 years.
PPP	Public Private Partnership
PPO	Police Protection Order
PPS	Parent Partnership Scheme
PR	Parental Responsibility
PRC	Pupil Referral Centre
PRG	Pupil Retention Grant
Primary Care	Health services provided in a particular neighbourhood. E.g. family Doctor, health visitors etc etc
Primary School	A school for pupils aged from 4 to 11 years.
PRS	Pupil Referral Service
PRU	Pupil Referral Unit A special unit providing education for pupils who are disaffected with or excluded from mainstream school.
PS	Partially Sighted
PSA	Public Service Agreement
PSAT	Pre-School Advisory Teacher
PSHE	Personal, Social and Health Education
PSP	Pastoral Support Plan
PTA	Parent Teacher Association (May be called School or Friends Association).
PTA @ PTD	Parent Teacher Association of Plymouth, Torbay and Devon A charity offering a support service to all home/school associations in Devon, Torbay and Plymouth to ensure best possible education for all children in the three local authorities.

	(www.ptadevon.org.uk)
PTR	Pupil Teacher Ratio Obtained by dividing the number of pupils by the number of teachers.
PEVP	Panel For Excluded and Vulnerable Pupils
Q	
QA	Quality Assurance
QCA	Qualification and Curriculum Authority (www.qca.org.uk)
QP	Quality Protects
QTS	Qualified Teacher Status
Quorum	The number of people that must be present if the proceedings of a meeting are to be valid (i.e. the minimum number to make decisions: if a meeting is inquorate, the meeting cannot go ahead).
R	
RC	Roman Catholic
RE	Religious Education
Reading Age	A child's ability to read may be compared against an average national ability level at any given age. The age level a child attains is his or her reading age.
Referral	Request from someone in need of assessment. Could be self-referral or via a social worker, health visitor or teacher.
Registered Childcare Provision	Childcare registered and inspected by OfSTED. All provision for more than two hours per day for children aged 0- 8 must be registered and inspected on a regular basis
Release	Drug and alcohol information and advice for young people

Residential Home	All provision for more than two hours per day for children aged 0- 8 must be registered and inspected on a regular basis.
Relevant Child In Transition	Aged 16/17 left care after 01/10/01 but was in care for at least 13 weeks since 14 th birthday.
Respite Care	Provided by day or residential unit for the benefit of the subject on the care and their family.
RI or RgI	Registered Inspector Accredited by Ofsted to lead inspection teams.
Rising Fives	Compulsory schooling begins at the start of the term directly following a child's fifth birthday. Some LEAs admit children before this point as " <i>Rising Fives</i> ".
RO	Residence Order
ROA (see NRA)	Record of Achievement A document now required for all children leaving school containing a record over time of pupil's achievements in and out of school.
RSL	Registered Social Landlord
RSW	Residential Social Worker
RTA	Road Traffic Accident
S	
S&RE	Sex and Relationship Education
S17	S17 children Act 1989
S47	S47 Children Act 1989
SBS	School Budget Share
SA	Spelling Age
SACRE	Standing Advisory Committee on Religious Education The body in each LEA area set up under the Education Reform Act 1988 to advise the LEA about RE in community and voluntary controlled schools and about collective worship in community schools.

SAI	Schools Access Initiative Funding to be used to improve facilities in mainstream schools ranging from new ramps to providing Braille equipment for blind pupils.
Salamanca	Salamanca Statement 1994 - UNESCO statement of the right of every child to an education
SALT	Speech and Language Therapy/Therapist
S&MM	Senior and Middle Management
SATs	Standard Assessment Tasks The Education Reform Act 1988 requires national testing of children in all maintained schools at the ages of 7, 11, 14 and 16.
SBS	School Budget Share
SCA	Supplementary Credit Approval
SCAA	School Curriculum and Assessment Authority (Now part of QCA).
SCBU	Special Care Baby Unit
SCD	Severe Communication Difficulties
SCIE	Social Care Institute for Excellence
Scrutiny	A group of Councillors from the political opposition to the Council who critically examine proposals being passed through the Council.
Secondary Disclosure	In data protection terms; where a person to whom data has been disclosed passes it to another agency or individual.
Secondary School	A school for pupils aged 11 years upwards.
Secretary of State	The Secretary of State for Education and Skills is the government minister responsible for education in England and Wales.
Select Committee	Select Committees support the work of the Council as a whole. Select Committees may hold public enquiries into matters of local concern.
SEN	Special Educational Needs

SENCO	SEN Co-Ordinator Teacher responsible for co-ordinating SEN provision in a school.
SENDA	Special Educational Needs and Disability Act 2002
Sensitive Personal Data	Personal data that contains information regarding race, ethnicity, political views, religious beliefs, trade union membership, health or criminal record.
SERF	Special Education Resource Facility
SEU	Social Exclusion Unit (Cabinet Office)
SEU	School Effectiveness Unit (DfES)
Single Plan	One plan (CYPP) by consolidation into one, removing the need for individual plans like EDP's
SF	Standards Fund Specific grants from DfES, most match-funded by LEA for education support, i.e. literacy and numeracy.
SHA	Secondary Heads' Association
SHB	Sexually harmful behaviour
Sibling	A brother or sister
SIMS	School Information Management System A computer software package to assist schools in managing information on pupils, staff and resources (a particular software solution provider). (www.capita.co.uk)
SIP	School Improvement Plan
SIWO	Social Inclusion Welfare Officer
SLA	Service Level Agreement
SLD	Severe Learning Difficulties
SLCN	Speech Language and Communication Needs
SLI	Specific Language Impairment
SMART	Specific, Measurable, Agreed, Realistic, Timed
SMB	Senior Management Board

SMT	Senior Management Team
SOC	School Organisation Committee
Social Exclusion	People or areas experiencing a combination of factors including unemployment, high crime, low incomes, and poor housing.
Social Inclusion	To promote the inclusion of all disadvantaged pupils to a full and rewarding learning environment.
SOP	School Organisation Plan
Social Care	Services that provide social support and assistance to people. Social care includes the provision of advice, information and counselling, domiciliary services, day and residential care and various forms of practical help such as equipment and home adaptations.
Social Exclusion	To describe people or areas experiencing a combination of factors including unemployment, high crime, low incomes, and poor housing. The Government looks to tackle these issues through regeneration policies dedicated to exclusion as a whole rather than its individual elements. This is a complex area of debate and there is no complete, agreed definition of a much-used term
Specialist Services	incl Accommodation Services, Children in Need, Children with Special Needs & Disabilities, Permanency Planning and Safeguarding
SpLD	Specific Learning Difficulties/Dyslexia
Special Schools	For children and young people whose special educational needs cannot be met in a mainstream school.
SRB	Single Regeneration Budget
S/S or SoS	Secretary of State
SSA	Standard Spending Assessment

	Government assessment of what a local authority needs to spend in a given year. Part of this assessment relates to education but, at present, how an authority spends within this limit on its services is a matter for its own determination.
SSD	Social Services Department
SSID	Social Services Information Database
SSFA	School Standards and Framework Act 1998
STBs	Short Term Breaks
Standard Number	Each school has a Standard Number. It is the minimum number of pupils that must be admitted each year into a school. It is historically determined, in part by taking into account the size of the school buildings and the number of pupils admitted in past years.
Standard Scale	The basic salary for teachers (also referred to as the "common pay spine").
Statementing	The procedure by which a child is formally assessed under the 1996 Education Act as having significant educational needs. The statement, which must be reviewed annually, identifies these needs and the provision necessary to meet them.
Statutory Authority	Organisation required by law to provide public services funded by central government.
Statutory Proposals	For important events, such as opening new schools, closing schools and significant changes to schools, the relevant Promoter must make changes by way of a Statutory Proposal. There is a formal process for Statutory Proposals that must include a period of consultation before the School Organisation Committee is asked to approve the Proposals.
Strategic Health Authority	From 2002, the strategy management support for local PCTs and hospitals.

STPCD	School Teachers' Pay and Conditions Document
Subject Access request	Data protection
Support Centres	The LEA provides specialist help for some pupils with Special Educational Needs at Support Centres in mainstream schools.
Supporting People	New initiative for funding housing for vulnerable people.
Support Centres	The LEA provides specialist help for some pupils with Special Educational Needs in mainstream schools.
SureStart	From Birth to three, integrated services for a child ensuring the best possible start in life and help for parents.
SUST	Substance Use Screening Tool
SW	Social Worker/Support Worker
SWAC	South West Adoption Consortium
SWAFET	Re-branded see Learning South West
SWALD	South West Association for Learning Disability
SWGfL	South West Grid for Learning Consortium to South West LEAs providing broadband connectivity and content. (www.swgfl.org.uk)
SWIFT	South West Information for Teachers
T	
TA	Teaching Assistant
TAC	Team Around the Child. Multi-disciplinary teams working together. See also Clusters and Information Sharing.
TGA	Torbay Governors Association
TAPS	Torbay Association of Primary Heads
Targeted Services	Also see Clusters. Support for vulnerable children and young people from a range of multi-agency services. Access through CAF assessment.

TASH	Torbay Association of Secondary Heads
TCT	Torbay Care Trust
TeacherNet	Government Portal for education professionals (www.teachernet.gov.uk)
TEFL	Teaching of English as a Foreign Language
TES	Traveller Education Service
TES	Times Education Supplement (www.tes.co.uk)
TESOL	Teaching English to Speakers of Other Languages
TGfL	Torbay Grid for Learning (www.tgfl.torbay.gov.uk)
Threshold	An identifiable set of criteria pointing to a particular level of need.
TI	Team Inspector Accredited Ofsted Inspector.
TIPS	Torbay Information for Parents and Students Termly brochure(s) for parents and students offering guidance and detailing procedures for starting school, admissions, transfers, and school/college details. Include application forms. (also available on tgfl website)
TLAA	Torbay Local Area Agreement
TNT	Teen Network Torbay
TPCT	Torbay Primary Care Trust
Truancy	See Unauthorised Absence
TSAF	Torbay Schools Admissions Forum
TTA	Teacher Training Agency (www.canteach.gov.uk)
TVS	Torbay Voluntary Services
U	
UA	Unitary authority
UCAS	University and College Admission Services (for the UK).
UfI	University for Industry (www.ufiltd.co.uk)
UKonline	Website that aims to tell you all about government (www.ukonline.gov.uk)

Unauthorised Absence	Absence from school which is not otherwise authorised. Statistical information about such absences will have to be given in the <i>Governors' Annual Report to Parents</i> .
UNISON	Union for public sector workers
Universal Services	Also see <i>Clusters</i> . Services which are open to all who need it without any criteria for access education or health services.
UPN	Unique Pupil Number
V	
VA	Value Added Value Added analyses simply provide us with a measure of the educational progress that pupils are making and the 'value' that schools are adding. Such analyses take into account the abilities and prior attainment of the pupils. The emphasis is on the relative educational progress that pupils make, not on their absolute final attainment.
Valuing People	A White Paper promoting improvements for people with learning disabilities
VA School	Voluntary Aided These schools are usually Church schools. The school governing body is the Admissions Authority.
VCO	Voluntary and Community Organisations
VC School	Voluntary Controlled A denominational school wholly maintained by the LEA but with certain residual rights regarding religious education.
VFM	Value for Money
VI	Visually Impaired
Victoria Climbié Enquiry	The first "tripartite" enquiry into the death of abused and murdered 8 year old Victoria, looking at the role of Social Services, Health and the Police. As a Consequence both the Green Paper "Every Child

	matters" and the Children's Bill were published.
Virement	The transfer of certain sums of money from one head of expenditure to another.
VIS	Visual Impairment Service
Voluntary Schools	A category of school under the School Standards and Framework Act 1998. Schools are either Voluntary Aided or Voluntary Controlled (see below).
VSO	Voluntary Service Officer
Vulnerable Children	Disadvantaged children who would benefit from extra help from public agencies to enable them to make the most of opportunities available.

W

Walking Distance	The statutory distance beyond which the LEA must provide free school transport is two miles for children up to eight years and three miles for those aged eight and over.
White Paper	Statement of policy issued by the government. White Papers are often the basis of new legislation and are usually preceded by a consultative Green Paper.
Work Experience	A planned programme as part of careers education which enables pupils in school time to sample experience of a working environment of their choice.
Workforce Development	Development work in order to remodel our workforce in line with changing services.

Y

YES	Youth Enquiry Service
YIS	Youth Intervention Service
YISP	Youth Inclusion Support Panel , operated by the YOT and Children's Fund.
YOT	Youth Offending Team
Young Carers	Young People under the age of 18 who have the responsibility of caring for an adult.
Youth Court	Magistrates Court sitting for the purpose of holding

	trials for children and young people other than those for more serious offences.
YIP	Youth Inclusion Programme
Youth Matters	National initiative for young people
YVST	Youth Volunteering Strategy for Torbay
YSS	Youth Support Service
YT	Youth Training
YW	Youth Worker

NOTES

Also available on the Torbay Grid for Learning website:

<http://tgfl.torbay.gov.uk/documents/Abbreviations.pdf>.

Please let us have any additions, corrections or comments:

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