

## What Does That Mean?

### A Glossary of Terms and Acronyms

ACE	The Advisory Centre for Education.
ADHD	Attention Deficit Hyperactivity Disorder.
Admissions policy	A policy drawn by the LA or governors on admitting pupils to the school.
AfL	Assessment for Learning.
ALS	Additional Learning Support.
AMP	Asset Management Plan.
AN – Admissions Number	This is the number based upon an agreed school’s capacity which should not be breached other than in exceptional circumstances.
Ancillary staff	Non-teaching staff employed in a school (clerical, supervisory, welfare, technical, administrative staff). More usually referred to as support staff.
AP	Alternative Provision – Provision outside our usual maintained schools.
APP	Assessing Pupil Progress.
ASB	Anti-Social Behaviour.
ASCL	Association of School and College Leaders.
ASD	Autistic Spectrum Disorder.
Associate Member	These are people who are appointed by the governing body to serve on the governing body and committees (and on committees they can be given limited voting rights) but who are not governors and therefore are not included in the Instrument of Government. They attend meetings of the full governing body but do not have a vote.
ATL	Association of Teachers and Lecturers.
B & A	Behaviour and Attendance.
Basic curriculum	All subjects taught in a school, including RE.
CA	Core Assessment (an in-depth social care assessment which addresses the central or most important aspects of the child’s needs).
CAA	Comprehensive Area Assessment (provides a new way of assessing how effective and efficient local public bodies are and how they are working together to tackle local priorities).
CAF	Common Assessment Framework.
CAMHS	Child and Adolescent Mental Health Services.
Capital expenditure	Spending on projects, improvements and extensions to the school accommodation.
Capitation allowance	The part of the school’s annual budget allocated to spending on equipment and teaching materials.

Casting vote	An additional vote to be used by the chairman of governors or whoever is chairing the meeting if an equal number of votes is cast for and against a motion.
Catchment area	The agreed area from where a school takes most of its pupils. Used when there is oversubscription to determine eligibility for a place.
CFR	Consistent Financial Reporting.
Charging Policy	A policy that lays down what charges can be made for certain education/out-of-school activities (see "A Guide to the Law").
CHAT	Confidential Help and Advice for Teens.
Circulars	Statements issued by the DfE to Local Authorities, which do not have the status of law but which offer guidance or interpretation of the law.
Clerk to the Governors	A person appointed to carry out administrative duties for the governing body, such as preparing agenda, minuting meetings and dealing with correspondence. In Shropshire this function is divided between the administrative clerk at Shirehall and the minuting and advisory clerk who attends the meeting of the governing body.
CLL	Communication, Language and Literacy.
CLLD	Communication, Language and Literacy Development.
Cluster	A grouping of schools, eg a secondary school plus its FEEDER primary schools.
Cohort	Pupils of the same age/year group.
COLLECT	The means by which school census information is electronically passed to the DFE.
Collective Worship	In Community Schools must be wholly or mainly of a broadly Christian character, though not distinctive of any particular Christian denomination. In aided and controlled schools, worship must be in accordance with the school's trust deed, ie Denominational. The governing body is responsible for its character and content.
Community Cohesion	Working towards a society in which there is a common vision and sense of belonging by all communities; the diversity of people's backgrounds and circumstances is appreciated and valued; similar life opportunities are available to all, and strong and positive relationships exist and continue to be developed in the workplace, in schools and in the wider community.
Community Governor	A governor representing community and local businesses chosen by members of the governing body and co-opted as a member.
Community School	Schools maintained by the Local Authority.
Community Special School	Schools maintained by the Local Authority for children with special educational needs.
Controlled School	A controlled school has been founded by a voluntary body but is now controlled by the Local Authority. However, the voluntary body appoints a minority of foundation governors to preserve the character and ethos of

	the school in accordance with its trust deed.
Core curriculum	English, maths, science and IT - these are studied by all pupils.
CP	Child Protection.
CPD	Continuous Professional Development.
CPP	A multi-agency plan formulated by children's social care to ensure that children at continuing risk of harm are protected.
CPR	Child Protection Register.
CSCI	Commission for Social Care Inspection.
Curriculum	Usually means all the learning that teachers arrange for pupils in subjects or across subjects. It also covers all the experiences a child has, including relationships, that aren't necessarily written down in timetables and syllabuses.
CWD	Children with Disabilities.
CYP	Children and Young People.
CYPS	Children and Young People's Services.
CYPSD	Children and Young People's Services Directorate.
DAAT	Drug and Alcohol Action Team.
DCSF	Department for Children, Schools and Families (previous name for DfE).
DfE	Department for Education.
DDA	Disability Discrimination Act.
Delegated budget	The part of the Education budget which governors manage under Local Management of Schools (LMS).
DFC	Devolved Formula Capital Funding.
Differentiation	The organisation of teaching programmes and methods specifically to suit the age, ability and aptitudes of individual (or groups of) children.
Disapplication	A term used where National Curriculum requirements may not apply to a pupil.
EAL	English as an Additional Language. Special help for children whose first language is not English.
ECaR	Every Child a Reader.
ECaT	Every Child a Talker.
ECaW	Every Child a Writer.
ECM	Every Child Matters, Change for Children sets out the national framework for local change programmes to build services around the needs of children and young people so that we maximise opportunity and minimise risk.
EDP	Education Development Plan.
EET	Education, Employment or Training.

EHE	Elective Home Education.
EINA	Equality Impact Needs Assessment.
ELS	Early Literacy Support.
EMA	Ethnic Minority Achievement.
Equal Opportunities Policy	Made up of the school's thinking and practice on equality in matters of gender, race, class, sexuality, disability; applied to all people in, and connected with the school.
ESBD	Emotional, Social and Behavioural Difficulties.
Ethos	The character of a school, shaped by the aims, policies, attitudes and values of the people in it.
EVC	Educational Visits Co-ordinator - The member of school staff with responsibility for co-ordinating visits in line with the 'Shropshire Guidelines for Educational Visits and Journeys'.
EWO	Education Welfare Officer - a professional worker who visits pupils' homes and deals with attendance problems and other welfare matters, working in liaison with schools.
Exclusion	The temporary or permanent banning of a pupil from school.
Ex-Officio	Able to attend meetings by virtue of holding a particular office.
EY	Early Years.
EYFSP	Early Years Foundation Stage Profile.
FE	Further Education. Post-school education, below degree level.
FFT	Fisher Family Trust – provides contextual analyses.
FIS	Family Information Service.
Form of entry	The number of classes that a school admits each year.
Foundation governor	Foundation governors are appointed by the school's founding body, church or other organisation named in the school's Instrument of Government or may hold the governorship ex officio, as the holder of an office specified in the Instrument of Government. If the school has a religious character the foundation governors must preserve and develop this. They must also ensure compliance with the trust deed, if there is one.
Foundation School	An ex-grant maintained school retaining foundation or partnership governors.
Foundation Subjects	Art, geography, history, music, PE, design and technology and a modern foreign language within the National Curriculum.
FS	Foundation Stage – The Early Years Foundation Stage is the period of education from birth to 5 years.
FSM	Free School Meals.
FTE	Full time equivalent.
G&T	Gifted and Talented.

GCSE	General Certificate of Secondary Education. The main secondary school exams taken at 16.
GES	Gender Equality Scheme.
GRT	Gypsy/Roma Traveller.
GTT	Graduate Teacher Training
GUF	Guaranteed Unit of Funding – the amount allocated per pupil by the DCSF.
HA	Health Authority.
HbR	Hear by Right.
HE	Higher Education. Education usually beyond the age of 18.
HEALiSS	Healthy Eating and Active for Life in Shropshire Schools.
HLTA	Higher Level Teaching Assistant.
HMI	Her Majesty's Inspectors.
HR	Human Resources.
Humanities	A subject grouping, usually consisting of geography, history, social studies and RE.
HYPs	Health of Young People Survey.
IA	Initial Assessment (a brief assessment if any child who has been referred to social services with a request that services be provided).
ICT	Information and Communications Technology.
IDP	Inclusion Development Programme.
IEP	Individual Education Plan.
Independent School	A private school, run independently of the State system.
INSET	In-service Education and Training - courses for practising teachers. (More usually called CPD Continuing Professional Development).
Inspector	Someone who is employed to inspect schools, eg Ofsted Inspector.
Instrument of Government	A legal document setting out the composition of governing bodies.
ISA	Information Sharing and Assessment.
ISCG	Institution of School and College Governors.
ITT	Initial Teacher Training.
IWB	Interactive White Board.
JAR	Joint Area Review.
KPI	Key Performance Indicators.

Key Stages	The four stages of the National Curriculum (see SATs).  Foundation Stage (children age 3-6 years). KS1 - 5 to 7 years – Years R-2 KS2 - 7 to 11 years – Years 3-6 KS3 - 11 to 14 years – Years 7-9 KS4 - 14 to 16 years – Years 10-11
KS	Key Stage.
LA	Local Authority.
LAA	Local Area Agreement.
LAC	Looked After Children. A looked after child may be accommodated by the Local Authority by agreement with parents, or subject to a Care Order, these children are vulnerable to poor experiences of education and low attainment. The LAC team works with other agencies to support these children and young people.
LCT	Leaving Care Team.
LDD	Learning Difficulties and/or Disabilities
Learning Difficulty	A difficulty of varying seriousness which prevents a pupil from learning at the same rate as others.
LMS	Local Management of Schools - a system whereby schools are responsible for their delegated budgets and managing their own affairs.
LPSA	Local Public Service Agreement.
LSA	Learning Support Assistant.
LSAT	Learning Support and Advisory Teacher.
LSCB	Local Safeguarding Children Board.
Mainstream School	A school other than a SPECIAL SCHOOL.
MAPPA	Multi-Agency Public Protection Arrangements.
MARAC	Multi-Agency Risk Assessment Conferencing.
MATs	Multi-Agency Teams.
MEAP	Minority Ethnic Achievement Programme.
MFG	Minimum Funding Guarantee – a mechanism to reduce year on year budget fluctuations.
Minor Local Authority	A town council or parish council.
Minutes	The formal written record of a meeting.
Mixed ability	A teaching group in which children of all abilities are taught together.
MLD	Moderate Learning Difficulties
Multicultural Education	Education to ensure that children are aware of, and sensitive to, the many different cultures in our society.

MYPs	Members of the Youth Parliament.
NAGM	The National Association of Governors and Managers.
NAHT	The National Association of Headteachers.
NAPE	National Association for Primary Education.
NASUWT	The National Association of Schoolmasters Union of Women Teachers.
National Challenge	Government aspiration for all secondary schools to ensure that at least 30% of pupils gain 5 GCSEs including English and Maths.
National Curriculum	This was established by the 1988 Education Reform Act to ensure that all pupils receive a broad and balanced education which is relevant to their needs.
NC	National Curriculum.
NCER	National Consortium for Examination Results – local authority based organisation delivering key stage performance analysis.
NCPTA	The National Confederation of Parent Teacher Associations.
NEET	Not in Education, Employment or Training.
NGC	The National Governors' Council - an organisation which provides a national voice for governors and is based on local associations in schools.
NHS	National Health Service.
NIS	National Indicator Set (A national set of performance indicators for Local Authorities and Local Authority Partnerships).
NNEB	Diploma in Nursery Nursing.
Non-teaching staff	Members of the school staff employed by the governors to provide services in a school but not to teach, such as teaching assistants, cleaners and school administrators
NOR	Number on Roll. The total number of pupils on the school's register.
NPQH	National Professional Qualification for Headteachers.
NQT	Newly Qualified Teacher.
NRA	National Record of Achievement - a document now required for all children leaving school, containing a record of a pupil's achievement in and out of school.
NSF	National Service Framework.
NtG	Narrowing the Gaps.
NUT	The National Union of Teachers.
NVQs	National Vocational Qualifications.
Ofsted	Office for Standards in Education - the body, staffed by HMI, which arranges and sets standards for school inspections.
Open Enrolment	The requirement of a school to admit pupils up to a defined capacity, giving parents a greater freedom of preference of schooling for their children.

P&P	Personalisation and Progression.
PAF	Performance Assessment Framework.
Paired Reading	Teaching a child to read by pairing with an able reader, usually the parent or an older child.
PAL	Planned Admission Level - the number of children planned to be admitted to a school. Used as the basis for determining admission appeals.
PAT	The Professional Association of Teachers.
PCT	Primary Care Trust.
PD Day	Professional Development day of training for staff.
Peer Group	A group of children of similar age.
Performance Appraisal	A review of an employee's performance, especially for purposes of staff development.
Performance Management	A review of an employee's performance, especially for purposes of staff development/reward.
Peripatetic teacher	Teaches in a number of schools, to give specialist instruction, eg in music.
PESS	Physical Education and School Sport.
PFI	Private Finance Initiative.
PGCE	Post-Graduate Certificate of Education - a teaching qualification which includes a period of practical teaching experience.
Phase	Used to describe the nursery, primary or secondary stage of schooling.
PLASC	Pupil Level Annual School Census. Information about pupils submitted by every school each January to the DFE. Replaced annual Form 7 - January 2002.
PLLA	Priority Learning Local Authority.
PM	Performance Management.
PMLD	Profound and Multiple Learning Difficulties.
PMU	Performance Management Unit.
Pre-school education	Describes education before compulsory education.
Profiling	A method of recording a pupil's achievements of all kinds, including qualities, academic skills and other contributions to school life.
PPA	(teacher's time for) Planning, Preparation and Assessment.
PRU	Pupil Referral Unit.
PSA	Public Service Agreement.
PSED	Personal, Social and Emotional Development.
PSHE	Personal, Social and Health Education.
PTAs	Parent Teacher Associations.



PTR	Pupil/Teacher Ratio. This is calculated by dividing the number of pupils in a school by the number of full-time equivalent teachers.
PTS	Passenger Services Transport – the local authority team providing contracted transport for eligible pupils.
Pupil profile	Broad evaluation of a pupil's personality, interests and capabilities. This forms part of his/her Record of Achievement.
QCA	Qualifications and Curriculum Authority - the agency responsible for advising on the school curriculum including assessment.
Quorum	The minimum number of members at a meeting before decisions can be made.
RAISEonline	Reporting and Analysis for Improvement through School Self-Evaluation
Reading age	A measurement of a pupil's reading ability based on standard national tests defining normal attainment at that age.
Reception Class/ Year	A class for children in their first year of education.
Religious Worship	(See COLLECTIVE WORSHIP).
Resolution	A formal decision which has been proposed, seconded and agreed - not necessarily by a vote - at a meeting.
Rgl/RI	Registered Inspector, who is authorised to lead an inspection team.
Rising Fives	Children who start school in the term before their fifth birthday.
RoA	Record of Achievement (see PROFILING).
RTP	Rural Transport Partnership.
SA	School Action.
SA+ or SAP	School Action Plus.
SACRE	Standing Advisory Council on Religious Education. Local statutory body which advises on religious education and collective worship.
SALT	Speech and Language Therapy.
SATs	Standard Assessment Tasks - national tests/tasks set by QCA.
SAMIS	Shropshire Accounting Management Information Systems.
SC	Shropshire Council.
School Fund	Money raised on behalf of the school, not part of the provision made by the Local Authority.
School Census	Termly census of numbers on roll for January providing base data for funding.
School Prospectus	The booklet a school must by law provide, giving the public an outline of its aims and facilities.
SCT	Shropshire Children's Trust.
SDG	School Development Group – a cluster of schools in the same geographical area.

SDG	School Development Grant.
SDP	School Development Plan. The master plan drawn up by staff and governors which determines the major decisions made over a foreseeable period of time.
SEAL	Social, Emotional Aspects of Learning.
Secondment	The release of staff on a temporary basis.
SEF	Self Evaluation Form.
SEN	Special Educational Needs - learning difficulties for which special educational provision has to be made. May include children with physical disabilities or emotional and behavioural disorders. Governors have a duty to help to identify and provide for such pupils.
SENCo	Special Educational Needs Co-ordinator.
Setting	E.g. Early Years setting.
SF	Standards Fund.
SFVS	Schools Financial Value Standard
SHA	Strategic Health Authority.
SI	School Improvement.
SIA	School Improvement Adviser.
SIAS	School Inspection of Anglican Schools.
Sibling	A brother or sister.
SIMS	School Information Management Systems (computer software).
SIP	School Improvement Plan – another name for a School Development Plan.
SITSS	Schools IT Support Service.
SLCN	Speech, Language and Communication Difficulties.
SLD	Severe Learning Difficulties.
SMART	Specific, Measurable, Achievable, Realistic and Time-related.
SMS	Shropshire Music Service.
SO	Speak Out.
Special school	A school for children whose special educational needs cannot be met within a mainstream school.
SpLD	Specific Learning Difficulties (Dyslexia).
Sponsor governors	The definition of a sponsor is a person who gives or has given substantial financial assistance (including benefits in kind) to the school other than pursuant to statutory obligation or any other person (not already represented on the governing body) who provides or has provided substantial services to the school. A maximum of two persons can be appointed, on the nomination of the school's sponsor and are appointed by the governing body.

SRE	Sex and Relationship Education.
SSCB	Shropshire Safeguarding Children Board.
SSG	School Standards Grant.
SSGC	Shropshire School Governors' Council.
SSP	School Sports Partnership.
State School	A school maintained wholly from public funds and free to its users.
Statementing	The procedure by which a child is formally assessed under the 1996 Education Act as having significant special educational needs.
Statutory Age	Compulsory school age: 5-16.
STEMnet	Science, Technology, Engineering and Mathematics
STRB	School Teachers' Review Body. Makes recommendations to the Secretary of State on teachers pay.
Streaming	Placing pupils in classes according to their ability.
STP	School Travel Plan.
Supply Teacher	A teacher who temporarily replaces another who is absent through illness or INSET.
Support Staff	See ANCILLARY and TEACHING ASSISTANT and NON-TEACHING STAFF.
TA	Teacher Assessment.
TA's	Teaching Assistants.
TAP	Team Action Plan.
Targets	Governing bodies are required in law to set percentage targets for pupils in Year 6, Year 9 and Year 11.
TDA	Teacher Development Agency.
Teachers Main Pay Scale	The pay scale on which all qualified classroom teachers are initially paid.
Teachers Upper Pay Scale	The pay scale on which classroom teachers are paid once assessed as meeting the teachers threshold standards.
Teachers Threshold Standards	The professional standards against which teachers are assessed in order to access the upper pay scale.
Teaching Assistant	Support staff employed to assist in the classroom.
Teaching Practice	Teaching experience a student teacher has during college or university training.
TES	Times Educational Supplement. Published every Friday and has a Governors' page. Used by schools to advertise teaching posts.
TLR payment	Additional payment for teaching and learning responsibilities.

TMBSS	Tuition Medical & Behavioural Support Service.
Value Added	Data or information that captures the positive difference a school is making to a pupil's/cohort's achievements.
VCO	Voluntary and Community Organisations.
VER	Voluntary Early Retirement.
Vertical grouping	Classes formed (in primary schools) with children of different age groups.
Virement	The agreed transfer of money from the budget heading to which it has been allocated to another budget heading.
Voluntary Aided School (VA)	A church school maintained in partnership between the Church and the Local Authority.
Voluntary Controlled School (VC)	A school originally provided by a voluntary body eg a Church of England or Roman Catholic Church (see AIDED and CONTROLLED SCHOOLS).
WALT	'We Are Learning Today'.
WILF	'What I'm Looking For'.
WMC	West Mercia Constabulary.
Work Experience	Pupils in their last two years of compulsory education spending a short time in a workplace.
Years R, 1, 2, 3, etc	The official designation of school years, ie: Year R = Reception Year 1 = 5-6 year olds Year 2 = 6-7 year olds Year 3 = 7-8 year olds Year 4 = 8-9 year olds Year 5 = 9-10 year olds Year 6 = 10-11 year olds Year 7 = 11-12 year olds Year 8 = 12-13 year olds Year 9 = 13-14 year olds Year 10 = 14-15 year olds Year 11 = 15-16 year olds Sixth form provision covers Years 12 and 13.
YISP	Youth Inclusion Support Panel.
YOS	Youth Offending Service.