

Glossary

Abbreviation	Meaning
Academy	A state-funded school in England that is directly funded by DfE, through the Education and Skills Funding Agency. Academies are self-governing and independent of local authority control.
Access Arrangements	Access Arrangements are special arrangements, or reasonable adjustments, which a small number of disabled students are entitled to in their public exams.
Age Weighted Pupil Unit (AWPU)	The AWPU is the amount of money that every maintained school receives for each pupil that is on the school roll, whether or not they have SEN. The value of the AWPU varies from one local authority to another and according to the age of the pupils. For primary age pupils it is at least £2000 per year. For pupils in Key Stages 3 and 4 it is at least £3000 per year.
Alternative Provision	Education arranged by local authorities for pupils who, because of exclusion, illness, or other reasons, would not otherwise receive suitable education. This can include pupils receiving targeted support in their mainstream school; pupils directed to off-site provision to improve their behaviour; and provision for pupils on a fixed period exclusion.
Annual Review	Under the Children and Families Act 2014 local authorities must carry out a review of every EHC plan at least once every 12 months.
Area of Need	<p>Area of Need is the name for the four broad categories used to describe a pupil's SEND. They are:</p> <ul style="list-style-type: none"> • communication and interaction • cognition and learning • social, emotional and mental health • sensory and physical

Abbreviation	Meaning
Assistive Technology	Equipment that helps people with SEND access things to the same level as those around them. These can include mobility aid, screen readers and communication devices. Assistive technology allows people with SEND to become more independent.
CAMHS	Child and Adolescent Mental Health Services (CAMHS) / Children and Young People's Mental Health Services (CYPMHS). These services assess and treat children and young people with emotional, behavioural, or mental health difficulties.
Children Looked After Children (CLA)	The term 'looked after' refers to children, under 18, who are being provided with care and accommodation by the Local Authority. Local Authority/Authorities. Local authorities are administrative offices that provide services within their local areas. There are 152 across England which are education authorities. Find out more information about local government on the GOV.uk website
Children and Families Act 2014	This law came into force on 1 st September 2014. Part 3 of the Act sets out the new law on special educational needs and disability. The Act is supported by the SEND Regulations 2014 and the SEND Code of Practice: 0-25 Years. You can download a copy of the Act at http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted
Child in need	A child in need is defined under the Children Act 1989 as a child who is unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired without the provision of children's social care services, or the child is disabled.

Abbreviation	Meaning
Compulsory school age	A child is of compulsory school age from the beginning of the term following their 5th birthday until the last Friday of June in the year in which they become 16, provided that their 16th birthday falls before the start of the next school year.
Integrated Care Board	An integrated care board (or ICB) is a statutory NHS organisation which is responsible for developing a plan for meeting the health needs of the population, managing the NHS budget, and arranging for the provision of health services in a geographical area. County Durham is part of the NHS North East and North Cumbria Integrated Care Board.
Direct payment	A payment made directly to a parent or young person to purchase specific services. Under the Children and Families Act 2014 a Direct Payment may be made as part of a Personal Budget so that the parent or young person can buy certain services that are specified in their EHC plan.
Disagreement resolution	Local authorities must provide independent disagreement resolution to help parents and young people resolve disputes with local authorities, schools and other settings about SEND duties and provision. You can find more information on disagreement resolution in the SEND Code of Practice 11.6 to 11.10.
Early Help	Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years.
Early Years Foundation Stage (EYFS)	The EYFS covers children from birth to age five. Many children attend an early education setting soon after their third birthday. The foundation stage continues until the end of the reception year.

Abbreviation	Meaning
Early years provider	A provider of early education places for children under five years of age. This includes schools, pre-schools, private nurseries and childminders.
Education Funding Agency	The EFA is the government agency that funds education for learners between the ages of 3 and 19, and those with learning difficulties and disabilities between the ages of 3 and 25. The EFA allocates funds to local authorities, which then provide the funding for maintained schools. The EFA directly funds academies and free schools.
Elective Home Education	Elective home education is a term used to describe a choice by parents to provide education for their children at home. A child who is EHE will not be on role at a school. Can be called Home Schooling.
EHC Needs Assessment	Local authorities must carry out an EHC needs assessment if a child or young person may need an EHC plan. The assessment is a detailed look at the special educational needs that the child or young person has and what help he or she may need in order to learn. It is sometimes called a statutory assessment. You can find out more in the SEND Code of Practice sections 9.45 - 9.52.
Education Health and Care plan (EHC plan)	An EHC plan describes the special educational needs that a child or young person has and the help that they will be given to meet them. It also includes the health and care provision that is needed. It is a legal document written by the local authority and is used for children and young people who have high support needs.

Abbreviation	Meaning
EOTAS/C	Education other than at school or college (EOTAS/C) means the education or special educational provision of children or young people outside of a formal educational setting. It can only be agreed in conjunction with the Local Authority via an EHC needs assessment, a reassessment of needs or at your EHCP annual review.
First Tier Tribunal (SEN and disability)	The First-tier Tribunal (Special Educational Needs and Disability) is a legal body. The Tribunal hears appeals from parents of children with SEN, and young people with SEN, about EHC needs assessments and EHC plans. You can find out more at https://www.gov.uk/special-educational-needs-disability-tribunal/overview
Graduated approach	The SEND Code of Practice says that schools should follow a graduated approach when providing SEN Support. This is based on a cycle of: <ul style="list-style-type: none"> • Assess • Plan • Do • Review <p>You can find out more about the graduated approach in the SEND code of Practice sections 6.44 to 6.56.</p>
High Needs Funding and High Needs Top-up Funding.	High needs funding is the funding that LA use to pay for special school places. High needs top-up funding is additional funding paid to the educational setting directly by the LA for some pupils with high needs.
Independent School	A school that is not maintained by a local authority and is registered under part 4 of the Education and Skills Act 2008. Section 347 of the Act sets out the conditions under which an independent school may be approved by the Secretary of State for Education as being suitable for the admission of children with EHCPs.

Abbreviation	Meaning
Key Stage	<p>A key stage is a stage of education. They are separated in age as follows:</p> <p>Key Stage 1, 5-7 years old, school years 1 and 2</p> <p>Key Stage 2, 7-11 years old, school years 3 - 6</p> <p>Key Stage 3, 11 - 14 years old, school years 7 - 9</p> <p>Key Stage 4, 14 - 16 years old, school years 10 - 11</p> <p>Key Stage 5, 16 - 18 years old, school years 12 - 13</p>
Keyworker	<p>Someone who provides children, young people and parents with a single point of contact to help make sure the support they receive is co-ordinated. A keyworker could be provided directly by a local authority or local health organisation, a school or college, or from a voluntary or private sector body.</p>
Local authority/authorities	<p>Local authorities are administrative offices that provide services within their local areas. There are 152 across England which are education authorities. For more information about local government, see https://www.gov.uk/understand-how-your-council-works/types-of-council</p>
Local Offer	<p>The Local Offer, published by every local authority, tells you what support is available for children and young people with special educational needs and/or disabilities, and their families. It includes information about education, health and care provision.</p> <p>It also gives information about training, employment and independent living for young people with special educational needs and/or disabilities.</p> <p>https://www.durham.gov.uk/localoffer</p>
Maintained School	<p>Schools in England that are funded by a local authority including any community, foundation or voluntary school, community special or foundation special school.</p>

Abbreviation	Meaning
Mainstream school	<p>This is a school that provides education for all children, whether or not they have special educational needs or disabilities.</p>
Mediation	<p>Mediation is a type of disagreement resolution. Every local authority must provide independent mediation to help parents and young people resolve disputes with local authorities about:</p> <ul style="list-style-type: none"> • a decision not to carry out an EHC needs assessment • a decision not to draw up an EHC plan • the content of a final EHC plan or amended plan • a decision not to amend an EHC plan • a decision to cease to maintain an EHC plan. <p>Mediation must also be provided on the health and social care elements of an EHC plan.</p> <p>You can find more information on mediation in the SEND Code of Practice 11.13 to 11.38.</p>
Mediation advice	<p>The purpose of mediation advice is to give information about what mediation involves. Parents or young people who wish to register an appeal with the First Tier Tribunal (SEN and Disability) must first seek mediation advice. The advice must be factual and unbiased. After mediation advice has been given the parent or young person can choose whether they wish to go to mediation.</p> <p>However it is <u>not</u> necessary to seek mediation advice if the appeal is only about the name of the school, or college named on the plan, the type of provision specified in the plan or the fact that no school or other institution is named.</p> <p>You can find more information on mediation advice in the SEND Code of Practice 11.21 to 11.25.</p>

Abbreviation	Meaning
Must	<p>The SEND Code of Practice says in Section i of the Introduction:</p> <p><i>...where the text uses the word 'must' it refers to a statutory requirement under primary legislation, regulations or case law.</i></p> <p>This means that wherever the term 'must' is used all the organisations listed in Section iv of the Introduction to the Code have a legal duty to do what the Code says.</p>
Non-maintained special school	<p>Schools in England approved by the Secretary of State for Education under Section 342 of the Education Act 1996 as special schools which are not maintained by the state but charge fees on a non-profit-making basis. Most non-maintained special schools are run by major charities or charitable trusts.</p>
Ofsted	<p>Office for Standards in Education, Children's Services and Skills is a non-Ministerial government department established under the Education & Inspections Act 2006. It has responsibility for the inspection of schools, children's services, and local SEND provision in England.</p>
Outcome	<p>Section 9.66 of the SEND Code of Practice says:</p> <p>An outcome can be defined as the benefit or difference made to an individual as a result of an intervention. It should be personal and not expressed from a service perspective; it should be something that those involved have control and influence over, and while it does not always have to be formal or accredited, it should be specific, measurable, achievable, realistic and time bound (SMART). When an outcome is focused on education or training, it will describe what the expected benefit will be to the individual as a result of the educational or training intervention provided.</p>

Abbreviation	Meaning
Parent	Under Section 576 of the Education Act 1996, the term 'parent' includes any person who is not a parent of the child but has parental responsibility (see below) or who cares for him or her.
Parental responsibility	Parental responsibility is defined under Section 3 (1) of the Children Act 1989 as meaning all the duties, rights, powers, responsibilities, and authority which parents have with respect to their children and their children's property.
Parent Carer Forum	<p>A Parent Carer Forum is a representative local group of parents and carers of disabled children who work with local authorities, education, health and other providers to make sure the services they plan and deliver meet the needs of disabled children and families. They have been established in most local authority areas.</p> <p>For more information please visit: https://contact.org.uk/help-for-families/parent-carer-participation/ or http://www.nnpcf.org.uk/</p>
Personal Budget	<p>A Personal Budget is money set aside to fund support as part of an Education, Health and Care plan (EHC plan) for a child or young person with special educational needs. It can include funds from Education, Health and Social Care.</p> <p>Parents of children with an EHC plan and young people with an EHC plan can choose whether or not they wish to request a Personal Budget.</p>
Portage	Portage is home-based educational support for pre-school children with special educational needs. Local authorities usually provide Portage services.

Abbreviation	Meaning
Pupil Premium	Schools in England get extra funding from the government to help improve the attainment of disadvantaged pupils. Schools get pupil premium funding based on the number of pupils they have in January each year who receive free school meals and/or have done in the past six years.
Pupil Premium Plus Funding	Pupil Premium Plus Funding is provided for each Child Looked After within a Local Authority and is distributed by the Virtual School Headteacher to improve educational outcomes.
Quality First Teaching	A style of teaching that focuses on all children receiving a high standard of teaching that is inclusive of their needs. This may be done through adaptation of the curriculum and the use of resources for support.
Reasonable adjustments	Reasonable adjustments are changes schools and other settings are required to make which could include: changes to physical features - for example, creating a ramp so that students can enter a classroom or providing extra support and aids (such as specialist teachers or equipment)
Section 41 schools	Section 41 Schools is school included on the Secretary of State Approved List of independent educational institutions, independent special schools and post-16 institutions.

Abbreviation	Meaning
SEND Code of Practice	<p>This is the statutory guidance that supports Part 3 of the Children and Families Act 2014.</p> <p>It tells local authorities, early years settings, schools, colleges, health and social care providers and others what they must and should do to identify, assess and provide for children and young people with SEN or disabilities.</p> <p>You can download a full copy of the Code at https://www.gov.uk/government/publications/send-code-of-practice-0-to-25</p> <p>You can download a shorter version for parents at https://www.gov.uk/government/publications/send-guide-for-parents-and-carers</p>
SEN Information Report	<p>All schools must publish on their websites information about their policy and arrangements for supporting children with SEN. This must be kept up to date.</p> <p>The information that has to be included can be found in Section 6.79 of the SEND Code of Practice.</p>
SEN support	<p>SEN support includes any help for children and young people with SEN that is additional to or different from the support generally made for other children of the same age.</p> <p>The purpose of SEN support is to help children achieve the outcomes or learning objectives that have been set for them by the school. Schools should involve parents in this process.</p>
SEND Tribunal	<i>See First Tier Tribunal</i>

Abbreviation	Meaning
Should	<p>Should is a word that occurs frequently in the SEND Code of Practice. Section i of the Introduction to the Code says: ... where the text uses the word 'should' it means that the guidance contained in this Code must be considered and that those who must have regard to it will be expected to explain any departure from it.</p> <p>This means that wherever the term 'should' is used all the organisations listed in Section iv of the Introduction to the Code must consider what the Code says. However, they may depart from it.</p>
Signposting	<p>Sometimes a service that provides information, advice and support may be asked for help that it is not able to give directly. When this happens the person seeking information, advice or support may signposted to other service providers. This means that they will be given information, including contact details, about other sources of help.</p>
Special Educational Needs and Disabilities (SEND)	<p>Special educational needs often referred to as 'SEN' or 'SEND' (Special educational needs and disabilities), is a term used to describe learning difficulties or disabilities that make it harder for a child to learn compared to children of the same age.</p>
Special Educational Needs Co-ordinator (SENCO)	<p>A SENCO is a qualified teacher in a school or maintained nursery school who has responsibility for co-ordinating SEN provision. Early years settings that are part of group provision arrangements are expected to identify an individual to perform the role of SENCO.</p>
Special educational provision	<p>Special educational provision is educational or training provision that is different from, or additional to that normally made for others the same age in mainstream schools, maintained nursery schools, mainstream post-16 institutions or places at which relevant early years education is provided.</p>

Abbreviation	Meaning
Special school	A school which is specifically organised to make special educational provision for pupils with SEN.
Speech and language therapy	Speech and language therapy is a health care profession, the role and aim of which is to enable children, young people and adults with speech, language and communication difficulties (and associated difficulties with eating and swallowing) to reach their maximum communication potential and achieve independence in all aspects of life.
Statutory guidance	Statutory guidance is guidance that local authorities and other local bodies have a legal duty to follow.
Supported Employment	Programmes that help people with SEND find employment and stay in work. This can be done through coaching and support that helps them to work in a range of workplace settings, regardless of your background.
Targeted Support	Support in addition to regular curriculum lessons to help a child meet their targets.
Transactional Supports	Resources that are used to help others understand and respond to a child's needs. These include visuals, routines and communication methods.
Transition Planning	Preparation for moves between phases of education or for adult life
Virtual School Head (VSH)	The Virtual School Head (VSH) is an officer of a local authority who leads a virtual school team that tracks the progress of children looked after by the authority as if they attended a single school. The Children Act 1989 requires every local authority to appoint an officer who is an employee of that or another authority to discharge this duty.

Disclaimer: Durham SENDIASS has made all reasonable efforts to ensure that the information contained in this leaflet is accurate and up to date at the time of publication. It does not constitute legal advice and Durham SENDIASS cannot accept any responsibility for any loss or damage suffered as a consequence of any reliance placed upon it.