



# Glossary of Education Terms for Staff, Parents, Governors & Visitors

blue denotes Viking Academy Trust terminology

<b>academy</b>	State school directly funded by central government rather than maintained by a local authority
<b>academy trust</b>	a charitable trust and registered not-for-profit company that is responsible for its individual academies based on the 'funding agreement' with central government
<b>achievement</b>	an umbrella term for individual pupil outcomes including progress and attainment
<b>ADD/ADHD</b>	Attention deficit disorder / Attention deficit hyperactivity disorder
<b>AEN</b>	Additional Education Needs
<b>AfL</b>	Assessment for Learning – using data about individual pupils' educational achievement to personalise learning plans
<b>APP</b>	Assessing pupils' progress
<b>APS</b>	Average point score – a way of aggregating pupils' attainment across a range of subject areas
<b>ARE</b>	Age Related Expectation
<b>ASCL</b>	Association of School and College Leaders
<b>ASD</b>	Autistic spectrum disorder
<b>AST</b>	Advanced skills teacher
<b>attainment</b>	Absolute educational achievement by pupils – in contrast to 'progress'
<b>ATL</b>	Association of Teachers and Lecturers
<b>AWL</b>	Assessment without levels. In 2015, DfE Ministers announced that the long-standing system of assessing pupils' attainment and progress according to a national framework of levels and sublevels. The new National Curriculum introduced in 2015 is no longer mapped to national levels of achievement. REAch2 has developed its own approach to assessing pupil achievement.



<b>BESD</b>	Behaviour, emotional and social difficulties
<b>B(A)ME</b>	Black and minority ethnic
<b>CAMHS</b>	Child and Adolescent Mental Health Services
<b>CAT</b>	Cognitive ability test
<b>CC</b>	Charity Commission
<b>CIF</b>	Conditional Improvement Fund – formerly the Academies Capital Maintenance Fund. REACh2 and other large trusts have an annual allocation of the CIF to support its capital works, whereas academies in smaller trusts have to make specific bids to fund particular projects.
<b>coasting schools</b>	A new performance category of schools introduced by DfE with the Education & Adoption Act 2016, identifying schools where pupils are not making sufficient progress, even if their absolute attainment looks good. See <a href="http://www.forschoolseducation.co.uk/coasting-measures-2016/">http://www.forschoolseducation.co.uk/coasting-measures-2016/</a>
<b>community schools</b>	State schools in England and Wales that are wholly owned and maintained by the local authority (LA). The LA has main responsibility for deciding arrangements for admitting pupils
<b>community special schools</b>	The special school equivalent of community schools, which cater wholly or mainly for children with an EHCP
<b>COSHH</b>	Control of substances hazardous to health
<b>CPD</b>	Continuing professional development
<b>CTF</b>	Common transfer file – used when a pupil transfers from one school to another
<b>D&amp;T</b>	Design and technology
<b>DBS</b>	Disclosure and Barring Service (formerly the Criminal Records Bureau)
<b>DCSF</b>	Department for Children, Schools and Families (now DfE)



<b>DDA</b>	Disability Discrimination Act (has been replaced by the Equality Act 2010)
<b>DED</b>	Disability equality duty
<b>DES</b>	Disability equality scheme
<b>DFC</b>	Devolved formula capital
<b>DfE</b>	Department for Education
<b>DPA</b>	Data Protection Act 1998
<b>DSG</b>	Dedicated Schools Grant
<b>EAL</b>	English as an additional language
<b>EBacc</b>	English Baccalaureate – a suite of GCSEs in English, maths, 2 x sciences, a modern foreign language and a humanity – a key indicator for secondary schools in the annual performance tables
<b>EBD</b>	Emotional and behavioural difficulties
<b>EFA</b>	Education Funding Agency – an agency of the Department for Education, responsible amongst other things for revenue and capital funding for academies
<b>EHCP</b>	Education, health and care plan – replacing arrangements that previously included ‘statements of special educational needs’
<b>EHRC</b>	Equality and Human Rights Commission
<b>ELCI</b>	Employers’ liability (compulsory) insurance
<b>EMAS</b>	Ethnic minority achievement service, part of some local authorities
<b>EPS</b>	Education psychology service
<b>extended school</b>	A school that provides a range of services and activities often beyond the school day to help meet the needs of its pupils, their families and the wider community



<b>EWO</b>	Education welfare officer
<b>EWS</b>	Education welfare service
<b>EYFS</b>	Early Years Foundation Stage – comprising nursery and Reception years
<b>EYP</b>	Early years professional
<b>EYPS</b>	Early years professional status
<b>FAR</b>	Finance, Audit & Risk Committee
<b>FE</b>	Further education
<b>federation</b>	A formal agreement by which schools collaborate; a 'hard' federation reflects this agreement in its governance via a single governing body across all the schools involved
<b>FEI</b>	Further education institution
<b>FFT</b>	Fischer Family Trust, an independent charity that provides educational data for schools on subscription
<b>floor standards</b>	Minimum levels of average pupil attainment and progress set by DfE. For primary floor standards, see <a href="http://www.forschoolseducation.co.uk/primary-floor-standard-2016/">http://www.forschoolseducation.co.uk/primary-floor-standard-2016/</a>
<b>FOIA</b>	Freedom of Information Act
<b>foundation school</b>	An LA-maintained school that has more freedom than a community school, e.g. to manage its own admissions
<b>foundation special school</b>	A foundation school that caters wholly or mainly for children with statutory statements of special educational needs
<b>Free school</b>	A brand new school approved by DfE based on a proposal from a local group (sometimes including parents and teachers) or other proposer. In legal terms, free schools are a type of academy.



<b>Free school presumption process</b>	Where a local authority commissions bids to open and run a brand new school. The final decision about which proposal is approved lies with the relevant RSC, on behalf of the Secretary of State for Education. The 'presumption' refers to the statutory arrangements that mean that almost any brand new school is a free school, local authorities cannot open any other kind of school.
<b>FSM</b>	Free school meals – available to pupils whose parents/carers have low income. See also UIFSM.
<b>FTE</b>	Full Time Equivalent
<b>GAG</b>	General Annual Grant – the main element in an academy's annual revenue budget
<b>GCSE</b>	General Certificate of Secondary Education
<b>GEL</b>	Governors E-Learning – an on-line provider of information and training for governors. Other providers include The Key for School Governors, NGA and ModernGovernor
<b>GLD</b>	Good Level of Development
<b>GPS</b>	Grammar, Punctuation & Spelling
<b>GRT</b>	Gypsy Roma Traveller
<b>G&amp;T</b>	Gifted and talented
<b>GTP</b>	Graduate Teacher Programme, allowing those with relevant experience to qualify as a teacher as they work. Now replaced by Schools Direct arrangements.
<b>HI</b>	Hearing impairment
<b>HLTA</b>	Higher level teaching assistant
<b>HMCI</b>	Her Majesty's Chief Inspector of Schools i.e. the head of Ofsted
<b>HMI</b>	Her Majesty's Inspector of Schools i.e. an Ofsted inspector
<b>HND</b>	Higher national diploma



<b>HoD</b>	Head of department
<b>HoS</b>	Head of School – who leads an individual school where an executive Headteacher is working across and ultimately responsible for 2+ schools
<b>HSE</b>	Health and Safety Executive
<b>ICO</b>	Information Commissioner's Office
<b>ICT</b>	Information and communication technology
<b>IEB</b>	Interim executive board
<b>IEP</b>	Individual education plan
<b>iiP</b>	Investors in People
<b>INSET</b>	In-service education and training
<b>IoE</b>	Institute of Education
<b>ISA</b>	Independent Safeguarding Authority – now part of the Disclosure & Barring Service (see DBS above)
<b>ITT</b>	Initial teacher training
<b>KS1/2/3/4/5</b>	Key Stages 1/2/3/4/5. KS 1 comprises Years 1 and 2; KS 2 comprises Years 3-6. Primary education therefore comprises Early Years Foundation Stage followed by KS 1 and 2. Secondary education comprises KS 3 (Years 7-9) and KS 4 (Years 10 and 11, typically when pupils follow GCSE courses). KS 5 is sixth form provision, whether in a school or a college.
<b>LA</b>	Local authority. For education and schools, there are 153 local authorities, including county, borough, metropolitan and unitary councils. REAch2 has academies in 18+ local authority areas
<b>LAB</b>	Local Advisory Body (Local Governors)
<b>LAC</b>	Looked After Child/Children – a child/children in local authority care or with a foster family



<b>LACSEG</b>	Local authority central spend equivalent grant – funding that would have been spent by a local authority in supporting an academy or free school if it had been an LA maintained school; LACSEG is factored into EFA funding for academies and free schools.
<b>LBM</b>	Learning and Behaviour Mentor
<b>LD</b>	Learning difficulty
<b>LEA</b>	Local Education Authority (Kent County Council)
<b>leadership team</b>	Headteacher, deputy heads, assistant heads, bursars and others as decided by the headteacher and/or the governors
<b>LGA</b>	Local Government Association
<b>LLE</b>	Local Leader of Education. Headteachers designated by a local authority, in line with National College standards, as able to provide school improvement support to other heads and schools
<b>LOL</b>	Leader of Learning
<b>LSA</b>	Learning support assistant
<b>LSCB</b>	Local safeguarding children board
<b>MAT</b>	Multi Academy Trust
<b>MFL</b>	Modern foreign languages
<b>middle school</b>	A school with KS2 and KS3 pupils. Depending on the age balance of those pupils, the school can be deemed primary or secondary
<b>MIS</b>	Management information system
<b>MLD</b>	Moderate learning difficulties
<b>NAHT</b>	National Association of Head Teachers
<b>NAPTA</b>	The National Association of Professional Teaching Assistants



<b>NASBM</b>	National Association of School Business Management
<b>NASEN</b>	Formerly the National Association for Special Educational Needs
<b>NC</b>	National Curriculum
<b>NDPB</b>	Non-departmental public body
<b>NFER</b>	National Foundation for Educational Research
<b>NGA</b>	National Governors' Association
<b>NHSP</b>	National Healthy Schools Programme
<b>NHSS</b>	National Healthy Schools status
<b>NLE</b>	National Leaders of Education – expert headteachers recognised by DfE/the National College for their ability to work with other heads to improve schools
<b>NLG</b>	National Leaders of Governance – expert chairs of governing bodies recognised by DfE/the National College for their ability to work with other chairs to improve governing bodies' effectiveness and thereby improve schools
<b>NOR</b>	Number on roll
<b>NPQH</b>	National Professional Qualification for Headship
<b>NQT</b>	Newly qualified teacher – someone doing their first year of teaching since completing their qualification; an NQT year is required before a teacher can have Qualified Teacher Status
<b>NSS</b>	National support school – a school where the Headteacher is a National Leader of Education. If the school is also a lead partner in a Teaching School Alliance, it will probably be more regularly known as a Teaching School
<b>NUT</b>	National Union of Teachers
<b>Ofsted</b>	Office for Standards in Education, Children's Services and Skills
<b>OSC</b>	Office of the Schools Commissioner. The Schools Commissioner is appointed by the Secretary of State for Education to spearhead work on academies policy and





programmes, managing a team of Regional Schools Commissioners who make key academy-related decisions in their region. The current Schools Commissioner is Sir David Carter, formerly head of the Cabot Academy Trust based in Bristol.

<b>PA</b>	Performance & Appraisal Committee
<b>PAN</b>	Published admission number – this is the number of Reception places available for the next intake and typically published (for all schools, not just maintained schools) in local authority admissions booklets.
<b>PD</b>	Physical difficulty
<b>PE</b>	Physical education
<b>PESE</b>	Procedure for Entrance to Secondary Education
<b>PFI</b>	Private finance initiative
<b>PGCE</b>	Postgraduate Certificate in Education
<b>PMLD</b>	Profound and multiple learning disabilities
<b>PP</b>	Pupil Premium. An additional element in revenue funding for any state school for every pupil whose parents/carers have particularly low income (are eligible for free school meals) as well as any Looked After Children or children in armed services families.
<b>PPA</b>	Preparation, planning and assessment (time) – an allocation of time each week during which a teacher has cover to be away from the classroom in order to undertake other essential activities
<b>PPP</b>	Public private partnership
<b>Progress</b>	Educational achievement relative to an earlier recorded starting point – in contrast to 'attainment'
<b>PRP</b>	Performance-related pay
<b>PRU</b>	Pupil referral unit, also known as Alternative Provision



<b>PSED</b>	Public sector equality duty
<b>PSHE</b>	Personal, social and health education
<b>PSHEE</b>	Personal, social, health and economic education
<b>PTA</b>	Parent-teacher association
<b>PTA-UK</b>	National charity supporting PTAs
<b>QTS</b>	Qualified teacher status
<b>RAISEonline</b>	Reporting and Analysis for Improvement through School Self Evaluation. A dataset co-owned and managed by DfE and Ofsted that provides interactive analysis of school and pupil performance data for school staff and governors
<b>RAP</b>	Raising attainment plan
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>RIP</b>	Rapid Improvement Plan – a school development/improvement plan that is focused on accelerated improvement priorities in a three month period
<b>RSC</b>	Regional Schools Commissioner – appointed by the Secretary of State for Education to make academy-related decisions in one of 8 regions of England. Most RSCs previously ran academy trusts themselves. See also OSC and HTB.
<b>RSC</b>	Restructuring Sub Committee
<b>SA</b>	School action – a category in the previous framework for describing special educational needs
<b>SAP / SA+</b>	School action plus – a category in the previous framework for describing special educational needs
<b>SATs</b>	Standard Assessment Tests – national tests taken at the end of Key Stage 2 to assess pupil attainment and progress, cumulatively used to assess school performance



<b>SBM</b>	School Business Manager – the finance and overall business lead within a school's leadership team
<b>SCITT</b>	School-centred initial teacher training – normally a partnership of schools and sometimes other organisations that deliver teacher training places on a coordinated basis with DfE
<b>SCR</b>	Single central record – the consolidated HR records maintained by a school
<b>SDP</b>	School development plan
<b>SEAL</b>	Social and emotional aspects of learning
<b>SEF/S</b>	Self-evaluation form/schedule
<b>SEMH</b>	Social, emotional and mental health needs
<b>SEN</b>	Special educational needs
<b>SEN(D)CO</b>	Special educational needs (and disabilities) co-ordinator
<b>SEND</b>	Special educational needs and disability
<b>SGOSS</b>	The School Governors' One Stop Shop – which provides a free brokerage service matching schools and potential school governors. SGOSS is to be replaced by another organisation from Autumn 2016
<b>SIMS</b>	Schools Information and Management system. A computer package to assist schools to manage their information on pupils, staff and resources
<b>SIP</b>	School improvement plan
<b>SIP</b>	School improvement partner
<b>SLCN</b>	Speech, language and communication needs
<b>SLD</b>	Severe learning difficulties



<b>SLE</b>	Specialist Leader of Education – designated by the National College to provide expertise and support to other schools/teachers in a specialist area, which can be a curriculum subject area or other expert area such as SEN, assessment etc
<b>SLT</b>	Senior leadership team
<b>SMSC</b>	Spiritual, moral, social and cultural
<b>SMT</b>	Senior management team
<b>SPAG</b>	Spelling, Punctuation & Grammar
<b>SpLD</b>	Specific learning difficulties
<b>STA</b>	Standards and Testing Agency – the DfE agency responsible for setting and administrating SATs and phonics check etc
<b>STPCD</b>	School Teachers' Pay and Conditions Document
<b>STRB</b>	School Teachers' Review Body
<b>TA</b>	Teaching assistant
<b>TA/TDA</b>	Previous DfE agencies now incorporated into the National College
<b>TBN</b>	Targeted Basic Need – additional funding used by DfE to support school expansions and brand new schools approved in 2013. The 45 new schools funded through this programme were all commissioned by local authorities through the academy (now free school) presumption process.
<b>Teaching school</b>	A school designated by the National College to offer CPD and ITT for the teaching workforce
<b>TES</b>	Times Educational Supplement – a specialist publication from the Times newspaper group
<b>TBM</b>	Trust Business Manager
<b>TLR</b>	Teaching and learning responsibility – an element of extra responsibility allocated to an individual teacher and attracting additional salary



<b>TOIL</b>	Time off in lieu
<b>TSA</b>	Teaching School Alliance – a partnership of schools and sometimes other partners providing CPD and ITT for the teaching workforce
<b>UIFSM</b>	Universal Infant Free School Meals – all children up to and including Year 2 are entitled to free school meals, regardless of family income
<b>UPR</b>	Upper pay range
<b>VA</b>	Value added – an annual performance indicator for a school capturing the average increase in attainment secured for its Year 6 pupils compared to when they started school. The baseline is 100 – a score above that represents above average value added, a score below represents the opposite.
<b>VA school</b>	Voluntary aided school, maintained by the LA but responsible for its own admissions and employment. All Catholic schools, some Church of England schools and some schools run by traditional charitable foundations are VA schools.
<b>VAT</b>	Viking Academy Trust
<b>VC school</b>	Voluntary controlled school, maintained by the LA. The LA controls admissions and is the employer. Many Church of England schools are VC schools.
<b>VfM</b>	Value for money
<b>VI</b>	Visual impairment
<b>VLE</b>	Virtual learning environment – an on-line learning facility