



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

blue denotes Viking Academy Trust terminology

academy	State school directly funded by central government rather than maintained by a local authority
academy trust	a charitable trust and registered not-for-profit company that is responsible for its individual academies based on the 'funding agreement' with central government
achievement	an umbrella term for individual pupil outcomes including progress and attainment
ADD/ADHD	Attention deficit disorder / Attention deficit hyperactivity disorder
AEN	Additional Education Needs
AfL	Assessment for Learning – using data about individual pupils' educational achievement to personalise learning plans
APP	Assessing pupils' progress
APS	Average point score – a way of aggregating pupils' attainment across a range of subject areas
ARE	Age Related Expectation
ASCL	Association of School and College Leaders
ASD	Autistic spectrum disorder
AST	Advanced skills teacher
attainment	Absolute educational achievement by pupils – in contrast to 'progress'
ATL	Association of Teachers and Lecturers
AWL	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.



BESD	Behaviour, emotional and social difficulties
B(A)ME	Black and minority ethnic
CAMHS	Child and Adolescent Mental Health Services
CAT	Cognitive ability test
CC	Charity Commission
CIF	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.
coasting schools	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 http://www.forschoolseducation.co.uk/coasting-measures-2016/
community schools	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
community special schools	The special school equivalent of community schools, which cater wholly or mainly for children with an EHCP
COSHH	Control of substances hazardous to health
CPD	Continuing professional development
CTF	Common transfer file – used when a pupil transfers from one school to another
D&T	Design and technology
DBS	Disclosure and Barring Service (formerly the Criminal Records Bureau)
DCSF	Department for Children, Schools and Families (now DfE)



DDA	Disability Discrimination Act (has been replaced by the Equality Act 2010)
DED	Disability equality duty
DES	Disability equality scheme
DFC	Devolved formula capital
DfE	Department for Education
DPA	Data Protection Act 1998
DSG	Dedicated Schools Grant
EAL	English as an additional language
EBacc	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
EBD	Emotional and behavioural difficulties
EFA	Education Funding Agency – an agency of the Department for Education, responsible amongst other things for revenue and capital funding for academies
EHCP	Education, health and care plan – replacing arrangements that previously included ‘statements of special educational needs’
EHRC	Equality and Human Rights Commission
ELCI	Employers’ liability (compulsory) insurance
EMAS	Ethnic minority achievement service, part of some local authorities
EPS	Education psychology service
extended school	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



EWO	Education welfare officer
EWS	Education welfare service
EYFS	Early Years Foundation Stage – comprising nursery and Reception years
EYP	Early years professional
EYPS	Early years professional status
FAR	Finance, Audit & Risk Committee
FE	Further education
federation	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
FEI	Further education institution
FFT	Fischer Family Trust, an independent charity that provides educational data for schools on subscription
floor standards	Minimum levels of average pupil attainment and progress set by DfE. For primary floor standards, see http://www.forschoolseducation.co.uk/primary-floor-standard-2016/
FOIA	Freedom of Information Act
foundation school	An LA-maintained school that has more freedom than a community school, e.g. to manage its own admissions
foundation special school	A foundation school that caters wholly or mainly for children with statutory statements of special educational needs
Free school	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.



Free school presumption process	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.
FSM	Free school meals – available to pupils whose parents/carers have low income. See also UIFSM.
FTE	Full Time Equivalent
GAG	General Annual Grant – the main element in an academy's annual revenue budget
GCSE	General Certificate of Secondary Education
GEL	Governors E-Learning – an on-line provider of information and training for governors. Other providers include The Key for School Governors, NGA and ModernGovernor
GLD	Good Level of Development
GPS	Grammar, Punctuation & Spelling
GRT	Gypsy Roma Traveller
G&T	Gifted and talented
GTP	Graduate Teacher Programme, allowing those with relevant experience to qualify as a teacher as they work. Now replaced by Schools Direct arrangements.
HI	Hearing impairment
HLTA	Higher level teaching assistant
HMCI	Her Majesty's Chief Inspector of Schools i.e. the head of Ofsted
HMI	Her Majesty's Inspector of Schools i.e. an Ofsted inspector
HND	Higher national diploma



HoD	Head of department
HoS	Head of School – who leads an individual school where an executive Headteacher is working across and ultimately responsible for 2+ schools
HSE	Health and Safety Executive
ICO	Information Commissioner's Office
ICT	Information and communication technology
IEB	Interim executive board
IEP	Individual education plan
iiP	Investors in People
INSET	In-service education and training
IoE	Institute of Education
ISA	Independent Safeguarding Authority – now part of the Disclosure & Barring Service (see DBS above)
ITT	Initial teacher training
KS1/2/3/4/5	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.
LA	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
LAB	Local Advisory Body (Local Governors)
LAC	Looked After Child/Children – a child/children in local authority care or with a foster family



LACSEG	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.
LBM	Learning and Behaviour Mentor
LD	Learning difficulty
LEA	Local Education Authority (Kent County Council)
leadership team	Headteacher, deputy heads, assistant heads, bursars and others as decided by the headteacher and/or the governors
LGA	Local Government Association
LLE	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
LOL	Leader of Learning
LSA	Learning support assistant
LSCB	Local safeguarding children board
MAT	Multi Academy Trust
MFL	Modern foreign languages
middle school	A school with KS2 and KS3 pupils. Depending on the age balance of those pupils, the school can be deemed primary or secondary
MIS	Management information system
MLD	Moderate learning difficulties
NAHT	National Association of Head Teachers
NAPTA	The National Association of Professional Teaching Assistants



NASBM	National Association of School Business Management
NASEN	Formerly the National Association for Special Educational Needs
NC	National Curriculum
NDPB	Non-departmental public body
NFER	National Foundation for Educational Research
NGA	National Governors' Association
NHSP	National Healthy Schools Programme
NHSS	National Healthy Schools status
NLE	National Leaders of Education – expert headteachers recognised by DfE/the National College for their ability to work with other heads to improve schools
NLG	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
NOR	Number on roll
NPQH	National Professional Qualification for Headship
NQT	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
NSS	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
NUT	National Union of Teachers
Ofsted	Office for Standards in Education, Children's Services and Skills
OSC	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.

PA	Performance & Appraisal Committee
PAN	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.
PD	Physical difficulty
PE	Physical education
PESE	Procedure for Entrance to Secondary Education
PFI	Private finance initiative
PGCE	Postgraduate Certificate in Education
PMLD	Profound and multiple learning disabilities
PP	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.
PPA	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
PPP	Public private partnership
Progress	Educational achievement relative to an earlier recorded starting point – in contrast to 'attainment'
PRP	Performance-related pay
PRU	Pupil referral unit, also known as Alternative Provision



PSED	Public sector equality duty
PSHE	Personal, social and health education
PSHEE	Personal, social, health and economic education
PTA	Parent-teacher association
PTA-UK	National charity supporting PTAs
QTS	Qualified teacher status
RAISEonline	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
RAP	Raising attainment plan
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
RIP	Rapid Improvement Plan – a school development/improvement plan that is focused on accelerated improvement priorities in a three month period
RSC	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.
RSC	Restructuring Sub Committee
SA	School action – a category in the previous framework for describing special educational needs
SAP / SA+	School action plus – a category in the previous framework for describing special educational needs
SATs	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



SBM	School Business Manager – the finance and overall business lead within a school's leadership team
SCITT	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
SCR	Single central record – the consolidated HR records maintained by a school
SDP	School development plan
SEAL	Social and emotional aspects of learning
SEF/S	Self-evaluation form/schedule
SEMH	Social, emotional and mental health needs
SEN	Special educational needs
SEN(D)CO	Special educational needs (and disabilities) co-ordinator
SEND	Special educational needs and disability
SGOSS	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
SIMS	Schools Information and Management system. A computer package to assist schools to manage their information on pupils, staff and resources
SIP	School improvement plan
SIP	School improvement partner
SLCN	Speech, language and communication needs
SLD	Severe learning difficulties



SLE	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
SLT	Senior leadership team
SMSC	Spiritual, moral, social and cultural
SMT	Senior management team
SPAG	Spelling, Punctuation & Grammar
SpLD	Specific learning difficulties
STA	Standards and Testing Agency – the DfE agency responsible for setting and administering SATs and phonics check etc
STPCD	School Teachers' Pay and Conditions Document
STRB	School Teachers' Review Body
TA	Teaching assistant
TA/TDA	Previous DfE agencies now incorporated into the National College
TBN	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.
Teaching school	A school designated by the National College to offer CPD and ITT for the teaching workforce
TES	Times Educational Supplement – a specialist publication from the Times newspaper group
TBM	Trust Business Manager
TLR	Teaching and learning responsibility – an element of extra responsibility allocated to an individual teacher and attracting additional salary



TOIL	Time off in lieu
TSA	Teaching School Alliance – a partnership of schools and sometimes other partners providing CPD and ITT for the teaching workforce
UIFSM	Universal Infant Free School Meals – all children up to and including Year 2 are entitled to free school meals, regardless of family income
UPR	Upper pay range
VA	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.
VA school	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.
VAT	Viking Academy Trust
VC school	Voluntary controlled school, maintained by the LA. The LA controls admissions and is the employer. Many Church of England schools are VC schools.
VfM	Value for money
VI	Visual impairment
VLE	Virtual learning environment – an on-line learning facility