

SEND Reforms Glossary – a parent’s guide to language and terms used in the Special Educational Needs and Disability Reforms

AAC	Augmentative and Alternative Communication (AAC)	The term AAC covers a huge range of techniques which support or replace spoken communication. These include gesture, signing, symbols, word boards, communication boards and books, as well as Voice Output Communication Aids (VOCAs).
Academy		An academy is a mainstream school which receives funding directly from the Government and is independent from direct control by the local authority. The majority of academies are secondary schools, but some primary schools also have academy status.
Annual Review		The review of an Education, Health & Care Plan. This must be completed within 12 months of making the Plan and then on an annual basis. An interim review will be held every six months for children in early years.
Appendix		A report completed by a professional for example, school, educational psychologist, therapist, during an education, health & care needs assessment. The information contained in the appendix is used to complete an Education, Health & Care Plan if one is issued.
ASC		Adult Social Care
CAMHS		Child and Adolescent Mental Health Service
CCAMHS		Community Child and Adolescent Mental Health Service.
CC		Continuing Care (Child Health)
CCG		Clinical Commissioning Group(s)
CDC		Council for Disabled Children
C & F Act 2014	Children & Families Act 2014	From September 2014, there will be a number of changes to improve services for children and young people with special educational needs and disabilities (SEND). The changes are a result of the Children and Families Act 2014 which became law on the 13 March 2014. The Act aims to improve how different agencies and services work together and create a more joined-up approach to the statutory assessment process for children and young people with the most complex needs. The new approach will also give children and young people with complex needs and their families more choice and control about which services they can access and how they are paid for. The Act will also improve information about services for children and young people with SEN and their families.
CHC		Continuing Healthcare (Adult Health)
CIc		Children in care
CIN		Children in Need
Cognitive Ability		Thinking and reasoning abilities. A term often used by psychologists instead of intelligence.
Comprehension		Understanding of spoken or written material or practical situations.

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C.o.P.	SEND Code of Practice	A guide to schools and local education authorities about the help to be given to children with special educational needs. Schools and local authorities must have regard to the Code when working with a child with Special Educational Needs and Disabilities.
CSC		Children’s Social Care
CYP		Children and Young People
DD		Designated Doctor
DfE	Department for Education	Central government department responsible for education.
Developmental Delay		A delay in reaching the normal stages of development, for example sitting or talking.
Differentiated Curriculum		Children make progress at different rates and have different ways in which they learn best. Teachers take account of this when planning their lessons, organising the classroom and choosing books and materials. They are then able to choose from the range of available approaches and resources to make a selection which best fits the learning styles of a particular child or group of children. This is what is meant by a differentiated curriculum.
Disability Champions		Promote equality for disabled people in the work place.
DoH		Department of Health
DMO		Designated Medical Officer
DP		Direct Payments
Expressive Language		How a child or young person expresses ideas, thoughts and feelings through speech.
Fine Motor Skills		Small movements of the body for example, using fingers to pick up small items, holding a pencil or doing up zips and buttons.
Education, Health & Care assessment		A single, integrated assessment which replaces the current assessment process. The assessment process should be carried out in a ‘timely’ manner and it should not take longer than 20 weeks to issue an EHC Plan.
Education, Health & Care (EHC) Plan (EHCP)		<p>An EHC Plan will replace current Statements of SEN and Learning Difficulty Assessments. The plan will be a legal document describing a young person’s needs, the provision to meet those needs and the most suitable educational placement. Government has stated that the Plan must be person centred, focusing on the needs and aspirations of the child. EHC Plans will continue into further education and training, and for some young people up to the age of 25.</p> <p>If a child/young person has a health or social care need only, they will not get an Education, Health & Care Plan unless these needs impact on their education.</p>

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EA 2010	Equality Act 2010	The Equality Act 2010 legally protects people from discrimination in school, the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it’s unlawful to treat someone.
EP		Educational Psychology
EY		Early Years
EWO	Educational Welfare Officer	Employed by the LA to make sure that children are getting the education they need. They deal with school attendance.
EWS	Education Welfare Service	This service works closely with schools, pupils and parents in promoting regular school attendance and helping to resolve difficulties that may lead to a child not attending school regularly.
FFT	First Tier Tribunal	An independent body that hears appeals lodged by parents/carers against SEN decisions made by the Local Authority. The tribunal also hears most claims of unlawful discrimination in admissions exclusions and education and associated services.
FIZ		Family Information Zone
Gait		The way in which a child walks.
Global Delay		A general delay in acquiring normal developmental milestones.
Governors		A school’s governing body that oversees the workings of the school. It includes an SEN Governor and a Parent Governor.
GP		General Practitioners
Gross Motor Skills		Whole body actions for example, playing games, swimming or riding a bicycle.
Hearing Impairment		A degree of hearing loss.
Hyperactivity		Difficulty in concentrating or sitting still for any length of time. Restless, fidgety behaviour, also a child may have sleeping difficulties.
IASS	IAS Service	Have a duty to provide information, advice and support to disabled children and young people, and those with SEN, and their parents. They are statutory services which means there has to be one in every local authority.
InCo		Area Inclusion Co-ordinator (Early Years settings)
INMSS		Independent and Non Maintained Special Schools
IoW		Isle of Wight (also referred to as IW)
IPS	Independent Parental Supporter	Independent Parental Supporters (voluntary within PPS) Someone who can support parents, for example by going to meetings and help parents understand the SEN framework.
IPSEA		Independent and Parental Special Education Advice service

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IS		Independent Supporters (paid from CSC contract to local providers to support parents through EHCP process etc..)
Isle of Wight & Southampton Psychology Service	Educational Psychology Service (EP = Educational Psychologist)	This service supports schools, parents and the LA in meeting the learning needs of all pupils, but particularly those who have special educational needs. Educational psychologists assess how children develop and learn.
JPG		Joint Placement Group
Learning Difficulties		Children will have levels of educational abilities which are significantly lower than children of a similar age. Basic reading and number skills are well below average.
Literacy Skills		Reading, writing and spelling ability.
LA	Local Authority	Isle of Wight Council has Children’s Services which is a combined education and social care service. The Local Authority is responsible for providing education and for making education, health and care assessments and maintaining Education, Health & Care Plans.
LAC		Looked After Children
LD		Learning Disability
LDA		Learning Difficulty Assessments
Local Offer		Local authorities will be required to publish a ‘local offer’. A local offer is intended to provide information about provision it expects to be available to children with SEN and disabilities in their area both in and outside of a school.
LSA, TA	Learning Support Assistant Teaching Assistant Classroom Assistant	Non-teaching support staff who work with children with special educational needs in the classroom.
Named Officer		The LA Casework Officer who liaises with parents and co-ordinates an education, health and care assessment and final plan.
Makaton		Makaton is a language programme designed to provide a means of communication to children and young people who cannot communicate efficiently by speaking.
Mainstream School		A primary or secondary school which is in direct control of a Local Authority.
MDT		Multi-Disciplinary Team
Mediation		Mediation is a way of sorting out a disagreement in a safe and friendly environment. It can help you rebuild trust and working relationships, and can deal with problems you were not aware of. Mediation uses a neutral person (the mediator) who is experienced at helping people who disagree to come to an agreement. The mediation service is completely neutral and independent of schools and the local authority.

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Modified Curriculum		Changing the curriculum in some way to meet a child or young person’s individual needs. Examples include increasing/decreasing the difficulty level, length, or pace, alternating easy and difficult tasks, alternating preferred and less preferred tasks, teaching the skill within daily routines, using materials that are interesting to the child or young person, etc.
My Plan		A document which sets out a child or young person’s areas of need and the targeted support they require. The plan will be monitored to make sure progress is being made.
My Story		A child or young person’s report to an Education, Health & Care Needs assessment. This report can be completed by the child or young person independently or with support from an adult.
NHS		National Health Service
NPPN		National Parent Partnership Network
Non-Verbal Skills		Skills which do not require spoken or written language, but use other ways to communicate, e.g. gesture, facial expression.
OFSTED	Office for Standards in Education	Inspection team that visit and inspects schools and local authorities.
OT	Occupational Therapist	Assess how to maximise and maintain individual independence in everyday living skills. They can advise on aids, equipment or home/school adaptations.
Our Story		The family report or story for an Education, Health & Care Needs assessment. This report can be completed by the family independently or with support.
PECS	Picture Exchange Communication System (PECS)	The Picture Exchange Communication System, also known as PECS, is a form of alternative and augmentative communication in which a child is taught to communicate with an adult by giving them a card with a picture on it. PECS is based on the idea that children who can’t talk or write can be taught to communicate using pictures.

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Personal Budget		<p>All families whose child has an EHC plan will have a right to request a personal budget. The personal budget will allow young people or parents to buy support identified in the plan directly, rather than relying on the local authority. Parents or young people will be given a choice of whether they want to take control of the personal budget by an agency managing the funds on their behalf or by receiving direct payments, where they can purchase and manage the provision themselves</p> <p>Under current proposals, only where an Education, Health and Care Plan is in place will a parent or young people be able to have a personal budget. A personal budget can be requested by a parent or a young person over 16 once the local authority has agreed it will issue an Education, Health and Care Plan or during the annual review process.</p>
PHB		Personal Health Budgets
PID		Project Initiation Document
PPS		Parent Partnership Service
PV		Parent Voice
PPS	Parent Partnership Service	Provide advice and information to parents whose children have special educational needs. It provides impartial and factual support on all aspects of the SEN provision to help parents play an active and informed role in their child’s education.
RAG		Red, Amber, Green – colour codes for status of project workstreams/strands of activity. Red usually refers to action needs to be taken due to serious issue/service gap; Amber significant issue/problem present but under control/plan in place to address; Green minor/no issues.
Receptive Language		The ability to understand what is being said.
Resources		The type of facilities and support available in schools.
S139a	Learning Difficulty Assessments conducted under section 139A of the Learning and Skills Act 2000	If a young person (16-25) has a statement of need and leaves school at 16 and moves into a Further Education establishment a “moving on plan” is created by the LA this can also be called an S139A Learning and Difficulty Assessment
S140	Assessments relating to learning carried out on behalf of the Secretary of State under Section 140 of the 2000 Act, which now longer applies and has now been superseded by the S139a (see above)	If a young person (16-25) has a statement of need and leaves school at 16 and moves into a Further Education establishment a “moving on plan” is created by the LA this can also be called an S140 Learning and Difficulty Assessment this has now been superseded by an S139a

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SaLT	Speech and Language Therapist	Assesses children’s speech, language and communication needs.
SE7		South East 7 – partnership of seven councils in the South East of England
SEN	Special Educational Needs	Children have special educational needs if they have learning difficulties that requires extra or different help.
SEN Support		When a child or young person has been identified as having special educational needs, schools should take action to remove barriers to learning and put effective special educational provision in place called SEN Support. This SEN Support should take the form of a four part cycle (assess/plan/do/review) through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the child’s needs and what support the child in making good progress and securing good outcomes. This is known as the graduated approach.
SENCO	Special Educational Needs Co-ordinator	The teacher responsible for Special Educational Needs within a school.
SEND		Special Educational Needs and Disabilities
SENPA		Special Educational Needs Personal Advisors (Post 16)
Sensory Impairment		Partial or complete hearing loss.
Short Breaks		A range of activities provided by the Isle of Wight Council for children and young people with disabilities and/or additional needs and their families to access throughout the duration of the year. Activities include horse-riding, sailing, fishing etc.
SW	Social Worker	A person who will support a family with practical issues such as benefit applications, respite care, household adaptations etc.
Specific Learning Difficulties (SpLD)		General learning abilities in the average range but difficulties in one or more particular areas of learning. Also known as Dyslexia, Dyscalculia.
Special School		A school which is resourced and organised to provide for the education of pupils with an Education, Health & Care Plan who need a high degree of support in the learning situation and in some cases specialist facilities, equipment and teaching.
SSEN		Statement of Special Educational Needs
STA		Specialist Teacher Advisors
TBC		To Be Confirmed
Tertiary Centres		Health care settings that specialise in the treatment of particular conditions provided by highly trained specialists.
ToR		Terms of Reference
TR		Transfer Review

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Transition		Movement between different environments, rooms or settings. All transition involves change and it is vital to prepare children, no matter how young they are, for this. When children are prepared for transition they adapt more easily to changes.
TRPM		Transfer Review Planning Meeting
VCS		Voluntary and Community Sector
Visual Impairment		Partial or complete loss of sight.