



Glossary of ABBREVIATIONS

Commonly used in

Special educational needs (SEN)

- **ASD** - Autistic Spectrum Disorder
- **AT** - Attainment Target (a description within the National Curriculum)
- **BESD** - Behavioural, emotional and social difficulties
- **BST** - Behavioural Support Team
- **CAMHS** - Community & Adolescent Mental Health Service
- **CYPS** - Children and Young Peoples Service
- **DCSF** - Department for Children, Schools and Families
- **DCT** - Disabled Children's Team
- **DDA** - Disability Discrimination Act
- **EBP** - Education Business Partnership
- **EMS** - Education Management System
- **EP** - Educational Psychologist
- **EPS** - Educational Psychology Service
- **EYC** - Early Years and Childcare
- **EWO** - Education Welfare Officer
- **FA** - Formal Assessment
- **HI** - Hearing Impairment
- **IBP** - Individual Behaviour Plan
- **IEP** - Individual Education Plan
- **IPSEA** - Independent Panel for Special Education Advice
- **IT** - Information Technology
- **KS** - Key Stage
- **LA** - Local Authority
- **LAC** - Looked after Child
- **LAL** - Language & Literacy Centre
- **MDA** - Multi-Disciplinary Assessment
- **MLD** - Moderate Learning Difficulties
- **MSI** - Multi-Sensory Impairment
- **NC** - National Curriculum
- **NNEB** - Nursery Nurse
- **NQT** - Newly Qualified Teacher
- **OFSTED** - Office for Standards in Education (United Kingdom)
- **P Scales** - Assessment tool for pupils working below Level One of National Curriculum
- **PAR** - Pupils at Risk Panel
- **PCT** - Primary Care Trust

- **PD** - Physical Disability
- **PLASC** - Pupil Level Annual Schools Census
- **PMLD** - Profound and Multiple Learning Difficulties
- **PRU** - Pupil Referral Unit
- **PSA** - Parent Support Advisor
- **PSHE** -Personal, Social and Health Education
- **PSP** - Pastoral Support Programme
- **PSTC** - Preschool Teacher Counsellor
- **SA** - School Action
- **SA+ or SA Plus** - School Action Plus
- **SADO** - SEN Assessment and Development Officer
- **SCAA** - School Curriculum and Assessment Authority
- **SCS** - Sensory Consortium Service
- **SSCS** - Special Schools Consultancy Service
- **SEN** - Special educational needs
- **SENCO** - Special educational needs Coordinator
- **SENDA** - Special educational needs & Disability Act
- **SLD** - Severe Learning Difficulties
- **SLCN** - Speech, Language and Communication Needs
- **SPLD** - Specific Learning Difficulties
- **SMART** - Specific, Measurable, Achievable, Realistic, Timely
- **SNST** - Special Needs Support Team
- **TA** -Teaching Assistant
- **VI** - Visual Impairment

Glossary of TERMS commonly used in special educational needs.

Annual Review

The review of a statement of special educational needs.

Annual Review Report

A written progress report that is completed by the school, for an annual review meeting or a transition review meeting.

Annual Review Summary

A written report completed by the school recording information from the annual review meeting.

Behaviour Support Service

The behaviour support service works with schools to support pupils with behavioural difficulties.

Connexions Personal Adviser

A person who gives guidance to young people and parents on further and higher education, training and employment.

Multi Advisory Professional Panel

Is team of LA professionals which makes decisions on behalf of the LA. The panel sometimes consists of a Principal Education Psychologist, a representative from Health, the SEN Manager, the Director of Commissioning, Performance and Strategy and the SEN Advisory Service, Advisor for Inclusion.

Case Officer or Case Worker

A named officer of the LA who co-ordinates the statutory assessment process. The case officer is the first point of contact within the LA to answer any questions and concerns that you may have, if a statutory assessment is in progress or if your child has a statement of special educational needs.

Teaching Assistant or Learning Support Assistant

A person employed in a school to support children's learning under the direction of a class teacher.

Differentiation

Work related to the normal classroom curriculum which has been adapted to the needs of an individual child.

Educational Psychologist (EP)

Educational Psychologists have a first degree in psychology and are trained teachers with several years of teaching experience. They also have a postgraduate qualification in educational psychology. Educational psychologists offer specialist advice and support to pupils, schools, parents and other agencies. The service plays a major role in the statutory assessment process for pupils with special educational needs and may contribute to the transition plan process and some annual reviews.

Education Welfare Officer (EWO)

An education welfare officer is a person employed by the LA who offers specialist support to parents, schools concerning pupil welfare and attendance. EWOs liaise with many other agencies to promote pupil welfare and attendance. An education welfare officer has the responsibility to ensure attendance in school of children of statutory school age.

Health Visitor A qualified nurse, who is employed by the Health Service, and has undertaken extra training. Advises on general child health, particular health problems and has specific responsibility in monitoring a child's progress and giving advice to parents as and when necessary.

Hospital/Home Teaching Service (Home Tuition)

Supports the education of children with medical conditions i.e. physical, psychological or psychiatric, which cause significant absence from school.

Individual Education Plan (IEP)

A school based plan, for children who are on school action or school action plus, of short-term achievable targets and the action to be taken to achieve these targets. IEP's are regularly reviewed by the school.

Inclusion

Educating children with special educational needs in mainstream schools wherever possible.

Inclusion Support Co-ordinator

A teacher with experience in Special educational needs who is employed by the LA to advise schools about how a Statement may be implemented to meet a child's needs.

Inclusion Support

The inclusion support service gives capacity building advice to schools for primary and secondary age children as part of school action plus, according to the code of practice.

Learning Difficulties

A child has learning difficulties if he or she finds it much harder to learn than most other children of the same age.

Local Authority (LA)

Local government body responsible for providing education, for making statutory assessments and maintaining statements.

Mainstream School

A local authority maintained school that is not designated as a special school. Mainstream schools form the majority of schools and may be Infant, Junior, Primary or Secondary schools.

Named Officer See Case Officer.

Named Person/Independent Parental Supporter (IPS)

Parents can ask a friend, a relative or a member of a voluntary organisation to act as a named person to offer them personal support.

Note in Lieu of a Statement

A Note in Lieu is provided where an LA decides that it is unnecessary to issue a statement of special educational needs after completing a statutory assessment. A note in lieu will contain a description of your child's SEN, the reasons for not making a statement of SEN along with guidance on the SEN support for your child at school, a description of non-educational needs and approved support and a copy of all reports received about your child.

Occupational Therapist (OT)

Advises about aids and adaptations that may help your child.

Paediatrician

A doctor specialising in the needs of babies and children.

Physiotherapist

Physiotherapists help children who have physical and medical needs. They can help your child with exercises and provide advice to parents and schools.

Psychiatrist

A doctor who helps people who have difficulties with the way they feel or behave. Child psychiatrists specialise in helping children who experience these difficulties.

Pupil Referral Unit (PRU)

Provides education for excluded pupils or other pupils who may be out of school for a variety of reasons.

Resource Base

A specialist provision attached to a mainstream primary or secondary school for children with special needs. There are currently four primary and four secondary resource bases meeting the needs of children with social communication difficulties, speech and language difficulties, physical disabilities, visual and hearing impairment.

Sensory Support Team

A team of experienced, qualified teaching and non-teaching staff who provide skilled support for children who have hearing, vision and multi-needs sensory impairment, including deaf-blind. Teaching staff offer a wide range of skills to teach and support children and families from the time of diagnosis, in the critical early years and throughout school life.

Special educational needs Code of Practice

A guide to parents, schools and LA's about the help they can give to children with Special educational needs. Schools, local authorities, health authorities and social services must have regard to the code when they deal with a child with special educational needs.

Special educational needs (SEN)

A child has special educational needs if he or she has a learning difficulty, which requires special educational provision to be made.

SEN Co-ordinator (SENCO) Member of staff of a school (usually a teacher) who has responsibility for coordinating special educational needs (SEN) arrangements and provision within that school.

Special Educational Provision

The special help given to children with special educational needs.

Special educational needs and Disability Tribunal

An independent body that hears parents' appeals against decisions made by LAs.

Special School

A school which is specifically organised to give help to pupils with Special educational needs.

Speech and Language Therapist

Helps children who have speech, language and communication difficulties.

Statement of Special educational needs

A legal document that sets out a child's needs and all the extra help he or she should get.

Statutory Assessment

A very detailed assessment of a child's Special educational needs governed by law. (1996 Education Act).

Transition Plan

A plan drawn up at the annual review of the statement held when a child is in Year 9. It sets out the steps needed for him or her to move from school to adult life.



Trafford Children and Young People's Service brings together council and health services to improve outcomes for children, young people, their families and schools.