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Jargon Buster

Academy - An independently run school that receives government funding. Many academies have converted from maintained schools. Academies may be run by businesses, other schools, charities or voluntary groups. Academies are not controlled by the local authority and have a lot of freedom to set their own rules.

AR - Annual Review - is the statutory process of looking at the needs and provision specified in an EHC Plan, and deciding whether these need to change. The first review of the EHC plan must be held within 12 months of the EHC plan being finalised.

BSL - British Sign Language - a sign language used in the United Kingdom, and is the first or preferred language of some deaf people in the UK.

CAF - Common assessment framework - is the process to identify children who have additional needs, assess needs and strengths and to provide them with a co-ordinated, multi-agency support plan to meet those needs.

CAMHS - Child and adolescent mental health service - are the NHS service that offers support and treatment for children and young people, aged up to 18 years old, who are experiencing difficulties with their mental health and wellbeing. We also support parents, carers and families of these children and young people too. Here in Wakefield, CAMHS is made up of several teams. Each team works in a slightly different way, and specialises in different areas, but we all work together to support children, young people and families during their journey with CAMHS.

ICB - Integrated Care Board - commission most of the hospital and community NHS services in the local areas for which they are responsible. Commissioning involves deciding what services are needed for diverse local populations, and ensuring that they are provided.

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Code of Practice - Government guidance on the duties of local authorities, schools, colleges, health services and others who support children and young people with special educational needs.

Differentiation - The way in which the early years setting/school's curriculum and teaching methods are adapted to meet the needs of a child Direct payments - A cash payment given to a parent, young person or someone on their behalf so that they can arrange the support detailed in an EHC plan themselves.

Disability - A mental or physical impairment which strongly affects a person's ability to carry out normal daily activities. Many people with a disability will also have a SEN.

DfE - Department for Education - a department of Her Majesty's Government responsible for child protection, education, apprenticeships and wider skills in England.

DLA - Disability Living Allowance - is a social security benefit in the United Kingdom paid to eligible claimants who have personal care and/or mobility needs as a result of a mental or physical disability. It is tax-free, non-means-tested and non-contributory.

Education setting - A general phrase to describe a place where a child or young person receives their education, for example a nursery, school or college.

EHC Needs Assessment - Education, Health and Care Needs Assessment - A formal assessment carried out by a local authority to decide if a child needs extra support & how much extra support is needed.

EHCP - Education, Health & Care Plan - A legal document issued by the local authority for children & young people aged up to 25. An EHCP will describe a child or young person's education, health and social care needs and the support that will be given to them to meet those needs.

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EP - Educational Psychologists - Work within local authorities, in partnership with families and other professionals, to help children and young people achieve their full potential. Educational psychologists support schools and the local authority to improve all children's experiences of learning. They use their training in psychology and knowledge of child development to assess difficulties children may be having with their learning. They provide advice and training on how schools might help children to learn and develop. They recommend methods, or develop strategies in partnership with schools, to help a child learn more effectively. Strategies may include teaching approaches, improvements to learning environments, advice on curriculum materials and behaviour support.

EPS - Educational Psychology Service - Ed Psych - The educational psychology service provides advice, support to parents and schools. The services carries out assessments of children and young people who are having difficulties with learning, development, behaviour or social well-being. They can help to find out why some children are having difficulties with learning in school.

Free School - A type of academy. Usually describes a new school which has been set up by parents, a charity, business or other groups or individuals. Graduated Approach - this takes the form of a four-part cycle (assess, plan, do, review). Through this cycle, actions are reviewed and refined as understanding of a student's needs and the support required to help them secure good outcomes increases.

Health Provision - The medical care or support set out in an EHCP. This could include medication, nursing or special equipment.

Independent School - A school that is not maintained by the state and charges fees. They are often run by a charity or charitable trust. Independent schools will have their own policies on admissions and exclusions. Independent schools do not have to follow the National Curriculum. Some independent schools provide education specifically for pupils with special educational needs.

LA - Local Authority - Wakefield Council.

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Local Offer - LO - Information published by the local authority about the education, health and social care support available in the area for children and young people with SEN and disabilities. This includes the LO website, Facebook page and newsletter in Wakefield.

LSS - Learning Support Services - provides all primary and secondary settings within the Wakefield local authority area with an advisory teacher to support school-aged pupils with cognition, learning or language needs. We work with a range of cognitive difficulties including Severe and Moderate Learning Difficulties; Specific Learning Difficulties and Speech and Language needs where pupils have weak expressive or receptive vocabularies.

Mainstream School - Any school that is not a special school.

Maintained School - Sometimes called a state school. A mainstream or special school funded by the local education authority. These include community and voluntary controlled schools. They also include voluntary aided and foundation schools, for example faith schools that are controlled by the governing body. Maintained schools have to follow education law on special educational needs, admissions and the curriculum.

Mediation / Disagreement Resolution - Arrangements which all local authorities must provide to help prevent or resolve disagreements between parents/carers whose children have SEN and the local authority or school. These must include an independent service with trained mediators, designed to bring the different parties together in an informal way to try to resolve the disagreement through discussion.

MSP - My Support Plan - is a document that can be used to support children and young people with Special Educational Needs. It contains information about their needs, the support that will be put in place to meet these needs and their progress in school. My Support Plan is usually used for children and young people who have lots of different professionals working with them. It allows information from all of these professionals to be written in one place. When children and young people have severe or complex special educational needs, the information in My Support Plan can be used to help request an Education, Health and Care Needs Assessment.

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NEET - Not in Education Employment or Training - refers to a person who is unemployed, not receiving an education or in vocational training.

OFSTED - Office for Standards in Education, Children's Services and Skills is a non-ministerial department of the UK government, reporting to Parliament. Ofsted is responsible for inspecting a range of educational institutions, including state schools and some independent schools.

OPP - One Page Profile - captures all the important information about a child on a single sheet of paper.

OT - Occupational Therapist - Occupational therapy can help babies, infants, children and young people grow, learn, have fun, socialise and play so they can develop, thrive and reach their full potential. Occupational therapy enables people to participate in daily life to improve their health and wellbeing. Daily life is made up of many activities (or occupations). Occupations for children or young people may include self-care (getting ready to go out, eating a meal, using the toilet), being productive (going to nursery or school, or volunteering) and leisure - playing with friends or doing hobbies.

Outcomes - The benefit or difference that a particular bit of help makes to a child or young person.

PECS/VISUALS - Picture Exchange Communication System - PECS is used as an aid to communication, for children and young people with autistic spectrum disorder and special educational needs. It helps them to communicate their needs and wants. PECS is used in schools, home and other venues.

Personal Budget - An amount of money which can be used to buy support described in an EHC plan. A young person or their family can have a say in how the budget is used.

PIP - Personal Independence Payment - replaces Disability Living Allowance when a child becomes 16 years of age.

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Portage - a home-visiting educational service for pre-school children with SEND and their families.

PFA - Preparing for Adulthood - work with the Department for Education and its partners to ensure that young people with SEND achieve paid employment, independent living and housing options, good health, friendships, relationships and community inclusion as they move into adulthood. In Wakefield we also have the annual SEND Careers Event for parent/carers and young people with SEND.

SALT - Speech and Language Therapy - Speech and language therapy aims to support children with speech, language and communication needs in schools.

SEND - Special Educational Needs & Disabilities - A child or young person has SEND if they have a learning difficulty or disability that makes it harder for them to learn that it is for most people of their age.

SENART - Special Educational Needs Assessment & Review Team - Local Authority Team who receive a formal request for a statutory assessment for an EHC Plan. Wakefield EHCP Panel considers the information and decides whether there is sufficient evidence to proceed to a statutory assessment. They are also responsible for managing the EHCP's in place across the Wakefield district.

SENCO - Special Educational Needs Coordinator - a qualified teacher in a mainstream nursery or school who arranges the extra help for pupils with SEND.

SEN Support - The first level of extra support in mainstream education settings for children and young people with SEN who do not have an EHCP. It replaced school action/ school action plus in September 2014.

WISENDSS - Wakefield Inclusion Special Educational Needs and Disabilities Support Service - Comprises of a range of specialist advisory teaching and support staff who can advise and support schools around barriers to learning associated with Speech Language and Communication (SLCN), ASD and Social Communication, Cognition and Learning, ADHD, impact of adverse childhood experiences (ACE's), Emotional Regulation.

SENCO - Special Educational Needs Coordinator - Supporting schools and settings to develop their inclusion and SEND practice through guidance on removing barriers to learning and developing appropriate strategies and interventions, reports and advice on assessment functions for specific areas. Involvement in target setting/evaluation/activities, attend reviews for MSP and EHCP's as appropriate. Provide in house training for other school staff.

Social Care Provision - The support that someone receives to help them at home or in the community.

Short Breaks - services provided to children with special educational needs and/or disabilities to support them to experience things that other children do, at home and in their community. Types of short breaks include Universal, Targeted and Specialist. See Short Breaks Statement for more information.

Special School - A school that provides education only for pupils with special educational needs. Some special schools provide for pupils with moderate or severe learning difficulties. Many special schools provide for a particular type of need such as Autism, Visual Impairment or Dyslexia.

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Statement Of Special Educational Needs - A legal document issued by the local authority describing a child's SEN and the support they will receive. From September 2014 statements have been gradually replaced by EHCP's.

TAC - Team Around The Child - is a multi-disciplinary team of practitioners established on a case-by-case basis to support a child, young person or family. Regular meetings to which the child / young person and families are invited to attend.

TAS - Team Around The School - a local network consisting of schools and other family support services that meet on a regular basis to have a shared conversation about children and young people that they may be worried about and that early help and intervention may stop concerns escalating.

Transition - is when children and young people move between classes, schools and from secondary to further education and beyond.

Tribunal - responsible for handling appeals against local authority decisions regarding special educational needs, including a refusal to: assess a child's educational, health and care needs, reassess their special educational needs , create an EHCP, change what's in a child's special educational needs statement or EHCP, maintain the statement or EHCP.

CYP - Child or Young Person - A child becomes a young person when they have reached the end of compulsory schooling. This is the end of the school year in which they turn 16 - year 11 for most pupils. A young person between 16 and 25 has the right to make their own decisions related to their EHCP.