

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

A		
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 mainstream school (primary and secondary)		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. Admissions are coordinated by the Isle of Wight Council
Advocate		Someone who can help ensure that a person is listened to, and that their rights, concerns and needs are acted upon
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.
Appointee		Someone who acts on another person’s behalf in all social security (benefits) matters.
ASC		Adult Social Care
Assessment		This involves building a picture of your child’s abilities, difficulties, behaviour, his/her special educational needs and the support required to meet those needs. A statutory assessment is a formal procedure which involves the collection of information from as many people as possible who have detailed knowledge about your child. This may lead to the issue of an EHC plan.
Audiologist		Health professional who specialises in identifying and treating hearing and balance disorders
Audiometrician		Health professional who specialises in measuring hearing ability
B		
Blue badge		The Blue Badge scheme helps you park closer to your destination if you’re disabled. Apply via the Council.
C		
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

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C & F Act 2014 Or CFA	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.
CSDPA		Chronically Sick and Disabled Persons Act 1970
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.
Community school		Maintained by Isle of Wight Council as the local authority.
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
Curriculum		The curriculum is all of the learning opportunities that a school offers. The National Curriculum is described later in the glossary
CYP		Children and Young People
D		
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.

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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.
Disagreement arrangements		All local authorities must provide arrangements to help prevent or resolve disagreements between parents whose children have special educational needs and the local authority or a school. They must include an independent element. They are designed to bring together the different parties in an informal way to seek to resolve the disagreement through discussion. Using these arrangements is voluntary and does not in any way affect parental rights to appeal to the First-tier Tribunal (SEN and Disability).
DoH		Department of Health
DMO		Designated Medical Officer
DP		Direct Payments
E		
Expressive Language		How a child or young person expresses ideas, thoughts and feelings through speech.
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)		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. 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.
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.

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EAL		English as an Additional Language
EP	Educational Psychologist	A person, with a degree in psychology, training and experience in teaching and a further degree in educational psychology. An educational psychologist, employed by the local authority, will give advice and support to teachers and parents on how a child’s needs can be met.
EY	Early years setting	Providers who receive government funding to deliver early education including maintained mainstream and special schools, maintained nursery schools, independent schools, non-maintained special schools, local authority daycare providers such as day nurseries and family centres, other registered daycare providers such as pre-schools, playgroups and private day nurseries, local authority Portage schemes and accredited childminders working as part of an approved National Childminding Association network.
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.
F		
Federation		This term describes when two or more schools have a formal agreement to share governance arrangements and work together to raise standards.
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.
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.
FIZ		Family Information Zone
Foundation school		A school maintained by the Isle of Wight Council but the governors are responsible for admissions. Trust schools are included in this category.
Free school		A new type of all ability state funded independent school, free from local authority control.
G		
Gait		The way in which a child walks.
Gastrostomy		An artificial opening in the stomach to aid feeding and nutritional support

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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.
Graduated approach		A model of action and intervention in schools and early education settings to help children who have special educational needs. The approach recognises that there is a continuum of special educational needs and that, where necessary, increasing specialist expertise should be brought to bear on the difficulties that a child may be experiencing.
GP		General Practitioners
Gross Motor Skills		Use of the large muscles in the body that aid sitting, standing, walking, etc. Whole body actions for example, playing games, swimming or riding a bicycle.
H		
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.
Hypertonia		A medical term to describe increased muscle tone.
Hypotonia		Medical term to describe decreased muscle tone.
I		
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)
Inclusion		Educating children with special educational needs, together with children who do not have special educational needs, in mainstream schools, wherever possible. Ensuring that children with special educational needs engage in the activities of the school together with the other children.
Independent living		Support for adults to live in the community rather than in a residential home.
Independent parental supporter		Provides information and practical support to parents/carers of children with special educational needs.
IEP	Individual Education Plan	Short term targets for achievements set, reviewed and evaluated by the school with parents/child with copies made available to parents.

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IMCA	Independent Mental Capacity Advocate	When someone is assessed by a doctor or social worker as lacking mental capacity to make key decisions in their lives - perhaps because of mental illness, dementia, learning difficulties, a stroke or brain injury - they can have the help of a specialist Independent Mental Capacity Advocate (IMCA). This is a legal right for people over 16 who lack mental capacity and who do not have an appropriate family member or friend to represent their views.
IMHA	Independent Mental Health Advocacy	Independent Mental Health Advocacy was introduced under the Mental Health Act 2007. From April 2009 there has been a legal duty to provide Independent Mental Health Advocates (IMHAs) for all eligible people. An IMHA is an independent advocate who is specially trained to work within the framework of the Mental Health Act 1983 to support people to understand their rights under the Act and participate in decisions about their care and treatment.
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
IS		Independent Supporters (paid from CSC contract to local providers to support parents through EHCP process etc..)
Isle of Wight & Hampshire 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.
J		
JPG		Joint Placement Group
K		
Key Stages		<ul style="list-style-type: none"> • The different stages of education that a child passes through: <ul style="list-style-type: none"> ○ Early Years Foundation Stage – age 0-5 (Early years setting, Nursery and Reception); ○ Key Stage one – age 5-7 (Years 1 and 2); ○ Key Stage two – age 7-11 (Years 3, 4, 5 and 6); ○ Key Stage three – age 11-14 (Years 7, 8 and 9); ○ Key Stage four – age 14-16 (Years 10 and 11); ○ Key Stage five – age 16+ (Sixth form or college)
L		
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.

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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.
M		
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.
Motability		Scheme to rent a vehicle using DLA or PIP payments to cover the costs. You must be in receipt of Higher Rate mobility component of DLA or PIP
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.
Muscle Tone		Refers to the amount of tension or resistance in a muscle which enables movement

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Music therapy		Form of therapy often used to help communicate and build relationships with people who are non-verbal or have problems with verbal communication, through the use of playing, singing and listening to music.
Multi-disciplinary		Meeting of a group of professionals who assess, support and treat an individual
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.
N		
Named local authority officer		The LA Casework Officer who liaises with parents and co-ordinates an education, health and care assessment and final plan.
National curriculum		This sets out a clear, full and statutory entitlement to learning for all pupils, setting out what should be taught and setting attainment targets for learning. It also determines how performance will be assessed and reported. The national curriculum is taught in a way that meets the needs of individual pupils, eg setting goals that are achievable.
NG tube		Nasogastric tube inserted into the stomach via the nose to aid feeding.
NHS		National Health Service
NPPN		National Parent Partnership Network
Non-maintained special school		A non-profit-making special school which charges fees. Most non-maintained special schools are run by charities or charitable trusts.
Non-Verbal Skills		Skills which do not require spoken or written language, but use other ways to communicate, e.g. gesture, facial expression.
O		
OCD	Obsessive Compulsive Disorder	Mental health condition characterised by obsessive thoughts that causes heightened anxiety and compulsive behaviour the person the person thinks is necessary to relieve their obsession.
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.

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Ophthalmologist		Medically trained doctor with specialist skills in the diagnoses and treatment of diseases of the eye.
Orthotist		Healthcare professional who assesses individuals for and designs specialist braces, splints and footwear.
Orthoptist		Healthcare professional who investigates, diagnoses and treats sight related problems and abnormalities of eye movement and eye position.
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.
P		
Paediatrician		Doctor specialising in the needs of babies and children.
Paraplegia		Impairments in sensory or motor function of the lower half of the body.
PCNA		Parent Carers Needs Assessment
PPS (Now called SEND IASS)	Parent Partnership Service	Provides impartial advice and information to parents whose children have special educational needs. The service offers neutral and factual support on all aspects of the SEN framework to help parents play an active and informed role in their child’s education.
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.
Person Centred Approach		A way of working with a person to find out what is important and meaningful to them.
Personal Budget		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 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.
PHB		Personal Health Budgets
Personalisation		The provision of tailored care and support to individuals based on their needs and choices they make about how they live their lives.

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PID		Project Initiation Document
PIP		This is a new benefit replacing DLA for those over 16. Personal Independence Payment helps with some of the extra costs caused by long-term ill-health or a disability. It is being phased in over the next few years.
Physiotherapist		Employed by the local health service to help people who have physical disabilities. They can help your child with exercises and provide specialist equipment
Play therapy		The use of play to help children act out and understand difficult life experiences and anxiety in order to reduce anxiety, improve self esteem and better manage their emotions.
Portage		Home based pre-school education for children with developmental delay, disabilities or any other special educational needs. Portage home visitors work in partnership with parents, helping parents to help their child through learning activities within the home.
Preparing for Adulthood		Preparing for Adulthood is a National programme providing knowledge and support to local authorities and their partners, including families and young people, so they can ensure disabled young people achieve paid work, independent living, good health and community inclusion as they move into adulthood.
PMLD	Profound and Multiple Learning Disability	Refers to people with more than one disability including severe learning disabilities
Psychiatrist		Medically qualified doctor who specialises in the diagnosis, treatment and prevention of mental health conditions.
Pupil Referral Unit		A specialist school run by local authorities which provide education for children who cannot attend a conventional school. Includes children with behavioural or medical problems, mothers and pregnant schoolgirls, children who are school phobic or who are awaiting a school place.
PV		Parent Voice
R		
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.

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S		
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
SaLT	Speech and Language Therapist	Assesses children’s speech, language and communication needs.
School medical officer		A doctor who monitors your child’s health to ensure that it does not stop him or her from learning. The medical officer may do regular check-ups on your child if he or she has a physical, sensory or medical problem.
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
SENDIST	Special Educational Needs and Disability Tribunal	An independent body that hears appeals against decisions made by the local authority on EHC plans.

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Special educational provision		The special help given to children with special educational needs which is additional to or different from the provision generally made for other children of the same age.
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.
SMART targets		Targets which are Specific, Measurable, Agreed, Realistic and Timed.
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	Employed by the local authority to provide specialist advice to schools for children with physical disabilities, visual impairment, hearing impairment and specific learning difficulties.
Statement of special educational needs		A legal document that sets out a child’s special educational needs and the additional help he or she should receive.
Statutory assessment		A very detailed assessment of a child’s special educational needs which may lead to a statement or a note in lieu. These are gradually being phased out and replaced with EHC plans.
Supercession		A review of Disability Living Allowance where a person believes their circumstances have changed and that they may be entitled to more help.
Supported living		Supported living is a type of residential support that helps vulnerable adults, including people with learning disabilities, to live with support in the community.
T		
TBC		To Be Confirmed
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.
Transition plan		A plan drawn up at the annual review of the statement held when a child reaches Year 9 (13 or 14 years old). It sets out the steps and support needed for him or her to move from school to adult life.
TRPM		Transfer Review Planning Meeting
U		
Universal Credit		Universal Credit is replacing certain benefits
V		
VCS		Voluntary and Community Sector
Visual Impairment		Partial or complete loss of sight.
Voluntary schools		Originally set up by voluntary bodies, such as the Church of England or Roman Catholic Church, but with most of their running costs now funded by the Isle of Wight Council. (Voluntary aided schools are responsible for their own admissions. Voluntary controlled schools follow the Isle of Wight Council’s admission policy.