



A Jargon Buster Guide for Parent, Carers, Children & young people with SEND and providers

AAC

Alternative Augmentative Communication

Academy

A state funded school in England which receives it's funding primarily directly from and is owned and controlled by central government, not a local authority. May also be known as Free School or Studio School.

ADD

Attention Deficit Disorder

ADHD

Attention Deficit Hyperactivity Disorder

Advocacy

Is a process of supporting and enabling people to: Express their views and concerns. Access information and services. Defend and promote their rights and responsibilities.

Advocate

Someone who helps another person (e.g. a child or their carer) to make decisions and have a voice.

ALS (Additional Learning Support)

This is what further education describes a special educational need as.

Annual Review

A meeting once a year to review progress and evaluate what has already been put in place to ensure that an Education, Health and Care Plan continues to describe the child or young person's needs and how they should be met.

Appeal

To challenge a decision you don't agree with using the law.

ARO

Assessment & Review Officer - works for LA to support the process and write EHCP.

ASD

Autistic Spectrum Disorder

Assess', 'Plan', 'Do' and 'Review

Part of SEN Support 'Assess', 'Plan', 'Do' and 'Review' is a four-stage cycle during which actions are revisited, refined and revised with a growing understanding of the child or young person's needs and what supports them in making good progress and securing good outcomes.

Assessment

A means to collate information in order to better understand a child or young person and their needs, and from this work out how best to teach them.

AWAAS (Asian Women's Advice and Support Group) Bradford

A local independently run group offering advice and support to women.

Broker/Nominee

An independent supporter who helps the person to think about, plan and organise support that is tailored to them. This could be someone from an advice and information organisation.

BSL

British Sign Language (Bradford) Personal Adviser - a person that provides universal information, advice and guidance for all young people aged 13-19.

CAF

Common Assessment Framework.

A method of assessment which can be used by social services, health or education. It is non-statutory, i.e. it does not replace statutory assessment.

CAFA

The Children and Families Act 2014

CAMHS (Child and Adolescent Mental Health Services)

These services assess and treat children and young people (of school age) with emotional, behavioral or mental health difficulties. They range from basic pastoral care, identifying mental health problems, to specialist 'Tier 4' CAMHS, which provide in-patient care for those who are severely mentally ill.

Care plan

A record of the health and/or social care services being provided to a child or young person.

Careers Service

This is a service providing a single point of access for all 13-19 year olds to help them prepare for the transition to work/college and into adult life.

Carers

A person(s) directly responsible for looking after a child but isn't their birth or adoptive parent.

CCG

Clinical Commissioning Group. This is an NHS organisation which brings together local GPs and health professionals to take on commissioning responsibilities for local health services. A CCG plans and arranges the delivery of the health care provision for people in its area.

CDC

Council for Disabled Children

CHC

Continuing Health Care

Children and Families Act

A new Act introduced to extend the SEND system from birth to 25 years including more control and choice for children, young people and parents/carers, which commenced September 2014.

CIN

Child in Need

C & L

Cognition and Learning

Code or CoP

The Special Educational Needs and Disability Code of Practice 2015. This contains statutory guidance on the Children and Families Act 2014.

Collaborative

Working with others to do a task and to achieve shared goals.

CP

Cerebral Palsy. Physical impairment that affects movement. People with CP may have mobility problems which vary from barely noticeable to extremely severe. Those with CP may also have sight, hearing, speech, perception and learning difficulties. Between a quarter and a third of children and adolescents with CP, and about a tenth of adults, are also affected by epilepsy.

CP

Clinical Psychologist

CPC (Bradford Parent and Carers)

A local group providing support and information to parents and carers whose children has special educational needs (and all other disabilities/additional needs).

CSDPA

The Chronically Sick and Disabled Persons Act 1970. This is one of the main Acts of Parliament which entitle disabled people to social care.

CTS (Bradford Therapeutic Services)

Provides therapeutic intervention or counseling for children and young people aged 5 to 19 years old who may be vulnerable and may have difficulties around their emotional well-being.

DCS

Disabled Children's Services

DCATCH (Disabled Children's Access to Childcare)

Provides support to early years and childcare setting to enable them to meet children's individual needs through additional funding and training.

DCT (Disabled Children's Team)

They provide support and advice around your child's disability.

DDA

Disability Discrimination Act DES - Disability Equality Scheme.

DfE (Department for Education)

They are responsible for education and children's services.

Differentiated

The way in which the early years setting, school or college's curriculum, environment and teaching methods are adapted to meet the needs of a child.

Direct Payment

This is where a parent/carer may receive money directly from their local authority, so they can pay for services to enable their child or young person to live more independently.

Disability Rights Code of Practice for Schools/Disability Rights Code of Practice for Post 16 Provision

Both explain the duties to avoid disability discrimination in education.

Disagreement Resolution

Arrangements to help prevent or resolve disagreements between parents (whose children have special educational needs) and a local education authority or a school.

Disability Living Allowance

Disability Living Allowance (DLA) is a benefit for disabled people in the form of a regular, tax-free payment, but it's gradually being replaced by Personal Independence Payment.

DMO

Designated Medical Officer—is the doctor who has special responsibilities for children with special educational needs. These responsibilities include collecting all the health reports for a statutory assessment.

DSA (Disabled Students Allowance)

An allowance for undergraduate or post-graduate students who have a disability or long-term health condition, mental health condition or specific learning difficulty such as dyslexia or dyspraxia which affects their ability to study. It can be used to pay for things such as special equipment, a note-taker or transport costs.

EA 1996

Education Act 1996

EAL

English as an Additional Language - used to describe people whose first language is not English.

Early Intervention Support Team

They provide help and support on a number of issues including your child's behavior, problems at school and going through a difficult time.

Early Years Provider

A provider of early education places for children under five. This can include state funded and private nurseries.

Early Years Settings

This includes all pre-school education provision such as nursery classes and schools, day nurseries, play groups and child-minders.

EFA

Education Funding Agency.

An arm of the Department for Education. It allocates funding to local authorities for maintained schools and voluntary aided schools. It is also responsible for funding and monitoring academies.

EHCAR

Education and Health Care Plan Assessment Request. The paperwork completed by schools or parents to request an EHC assessment.

EHC needs assessment

An assessment of the education, health care and social care needs of a child or young person conducted by a local authority under the Children and Families Act 2014.

EHC plan (Education, Health and Care Plan)

Replaces a Statement of Special Educational Needs/SEN - a legal document that sets out a child's needs and the specific help he or she must receive.

EHC Transfer Plan

The plan through which Bradford has set out the planned timetable to transfer existing Statements of SEN to EHC plans - this is available on the Local Offer and has been sent to all families and young people with a Statement of SEN.

EMS

Enhanced Mainstream School - These schools specialize in working with children with difficulties in specific areas i.e. cognition and learning (C&L), social, emotional and mental health (SEMH), communication and interaction (C&I). SEMH EMS provisions only offered to Primary Schools. PRS try to cover Secondary Schools.

Enhanced Mainstream Teacher

A specialist teacher trained to a high level to work with children with difficulty in specific areas.

ENT

Ear, Nose and Throat

EP or Ed Psych (Educational Psychologist)

A qualified person who supports the educational, social and mental health needs of children and young people who may be vulnerable, at risk or have special needs.

EqA or EQA

The Equality Act 2010

Equitable

Treating everyone fairly and in the same way.

EYFS (Early Years Foundation Stage)

The foundation stage begins when children reach the age of three. The foundation stage continues until the end of the reception year and is consistent with the National Curriculum.

EYP (Early Years Provider)

A provider of early education places for children under five years of age. This can include state-funded and private nurseries as well as child minders.

Family Support Service

Includes practical and emotional support for carers of people with severe and enduring mental health problems. Can also help carers get access to services they may need.

FE (Further Education)

Any study after secondary education that is not a degree at university.

HI

Hearing Impaired

HM Courts & Tribunal Service: Special Educational Needs and Disability (formerly SENDIST - SEN/Disability Tribunal)

This is an independent body that hears appeals of parents contesting to LA decisions.

Holistic

Taking into account all factors contributing to a situation or circumstance, the whole of something, not just part of it.

Home authority

This usually means the local authority in which a child or young person normally lives (and which therefore has the responsibility to the child or young person under the Children & Families Act 2014).

IEP (Individual Education Plan)

A working document that sets targets for your child to achieve. The plan should include:

Graduated response from new Code of Practice

- monitoring arrangements;
- Specialists involved and materials/equipment to be used;
- Specific details about the help which will be given;
- Success criteria.
- teaching strategies;
- Short-term learning and behavior targets;

The SEND Code of Practice does not specifically require settings, schools or colleges to have IEPs - it is however important that children and young people supported at SEN level are managed through short term plans.

IES

Inclusive Education Service. The IES consists of a range of specialist support and provision delivered by highly qualified and experienced staff who support the work of schools with children and young people who have SEND.

Implementation

Making something that is set out in law happen. Inclusion - the practice of educating children with SEN in mainstream schools where it's possible and beneficial.

Indicative

The figure/amount you are likely to receive once your EHC plan has been finalised.

Impartial

An independent person or organisation that will give you information or support so you can make a decision.

IPM

Individual Provision Map

Inclusion Passport

Used in some schools to target more support to a child with SEN and additional needs. An inclusion passport goes with the child throughout their time in education.

IS (Independent Supporter)

An independent, trained person who will support parents and young people through the 20 week EHC needs assessment or the EHC transfer process.

Joined up

When services work together to plan what services people in the local area need.

Key Stages

The different stages of education that a child passes through.

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 16-18 (Sixth form)

Key Worker

Someone who works with children and families to access the support that best meets their needs and help services to work together.

Learning Difficulty

When it is significantly greater in difficulty to learn than other children and young people of the same age, or a disability which hinders use of general educational facilities.

Local Authority

This is the local government responsible for managing services in your area, i.e. your local council.

Local Offer

Accessible information on what services and support are available in local areas for children and young people with special educational needs and/or disabilities (from birth to 25) and their family.

LSA (Learning Support Assistant) or TA (Teaching Assistant)

This is an assistant providing in school support for children (often those with additional needs). An LSA works under the direction of a class teacher as considered appropriate.

Mainstream School

A school that caters for all pupils: including those with SEN.

Mediation

An effective way of resolving disputes without the need to go to court. It involves an independent third party - a mediator - who helps both sides come to an agreement.

MLD

Moderate Learning Difficulties/
Disabilities

MSI

Multi-sensory Impairment - pupils with a combination of visual and hearing

Multidisciplinary

Involving different areas of expertise from various professionals, for example, from Education, Health or Social Care.

Named LA (Local Authority) Officer

An officer of the local authority who will deal with your child's case and who will talk to you if you have an enquiry or concern.

National Curriculum

What the Government has decided that all children in mainstream schools will learn.

National Portage Association

A home based educational support for pre-school children with special educational needs.

National Budget

An amount of money that is held by school and used for all children on the special needs register as the school feels appropriate.

OCD

Obsessive Compulsive Disorder

ODD

Oppositional Defiance Disorder

OFSTED (Office for Standards in Education)

The organisation that inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages to ensure they meet government set standards.

OT (Occupational Therapist)

They assess a child's or young person's physical needs to help them to be as independent as possible.

Outcome

An outcome can be the benefit or difference made to an individual as a result of intervention.

OT

Occupational Therapy/Occupational Therapist

Paediatric Physiotherapy

Help for children and young people with a physical difficulty or disability by advising on exercises and activities that can help to promote physical independence. Physiotherapists will work with parents, carers and school to provide specific programmes for children and young people.

PALS

Patient Advice and Liaison Service - Confidential Advice and Support on Health related matters and complaints.

Parent and Carers Forum

A group of local parents and carers of SEND children who work with local authorities, education, health and other providers to make sure the services they plan and deliver meet the needs of disabled children and families.

PCT

Primary Care Trust - Health Authority for each area

PDA

Pathological Demand Avoidance

PDD

Pervasive Developmental Disorder

Personal Budget

A sum of money that may be available for children and young people who need extra help above that available to most children and young people, through universal and targeted services.

Personal Education Plan

An element of a Care Plan maintained by a local authority in respect of a child who is looked after, which sets out the education needs of the child. If a child who is looked after has an EHC plan, the regular reviews of the EHC plan should, where possible, coincide with reviews of the Personal Education Plan.

PMLD

Profound and multiple learning disabilities

Portage

Home-based educational support for pre-school children with SEN

Provision

The extra or different help given to children with special educational needs.

PRU (Pupil Referral Unit)

A school which is specially organised to provide education for pupils who would otherwise not receive suitable education because of illness, exclusion or any other reason.

PSED (Personal, Social and Emotional Development)

Sometimes known as PSHCE, PSCHCE, and PSHE

SALT

Speech and Language Therapy SEAD - Social and Emotional Aspects of Development.

SEN (Special Educational Need)

A learning difficulty or disability that makes it harder for a child to learn or access education than it is for most children of the same age.

SENCO (Special Educational Needs Coordinator)

The person with responsibility for the planning and monitoring of the special educational provision within your child's early years setting, school or college.

SEND

Special Educational Needs and Disability

SEND Code of Practice

A document from the government which provides practical advice to those carrying out their statutory duties to identify, assess and make provision for children's special educational needs.

SENDIASS (SEND Information, Advice Support Service: formerly Parent Partnership Service)

They provide legally based, impartial, confidential and accessible information, advice and support for parents of children and young people with Special Educational Needs or Disabilities about education, health and social care

SEND Provision

The additional help/support/resources given to children with special educational needs.

SEND Reforms

The new Children and Families Act came into force on 1st September 2014. The vision for the SEND reforms is that the views of children, young people and parents are at the heart of the system and that education, health and care services are joined up to help them achieve the best possible outcomes, including the skills for work and living independently.

SEN Support (formerly Early Years Action/Early Years Action Plus/School Action/School Action Plus)

Part of a graduated response to SEND provision where a setting, school or college acknowledges that a child or young person has individual needs above and beyond most children and young people - at SEN support it is expected that the setting school or college is supporting the child or young person through a range of individual interventions etc.

Settings

The term usually used for pre-schools or nursery schools.

Short Breaks

Opportunities for disabled children and young people to spend time away from their family and to do something fun. For example a day, evening, overnight or weekend activity.

Single Assessment

This is used as a means of recognising and addressing the needs of families.

SIS (Specialist Inclusion Service)

Children and young people with hearing, visual and multi-sensory impairment, physical impairments and Autistic Spectrum Disorders (ASD) are supported in their early years in both their home and pre-school setting by the Specialist Inclusion Service. Support for school age children is provided through school and continues until the young person transfers to adult services.

SLT or SALT

Speech and Language Therapy/Speech and Language Therapist.

SMART (Targets)

Specific, Measurable, Attainable, Realistic, Timed - This is in relation to outcomes for children/young people all targets should be SMART.

Special School

A school that caters for children with significant and complex SEND when education in a mainstream school is unable to meet their specific needs.

SpLD

Specific Learning Difficulty

SPM Team

Part of IES offering support to schools for children with Sensory, Physical and Medical needs.

Statement of Special Educational Needs

This has now been replaced by an Education, Health and Care Plan (EHCP) - it is a legal document that sets out a child's needs and the provision he/she should get.

Statutory Services

These are services that the government provides. For example education, health or social care services from a local authority.

Support Plan

The school will work with parents and carers to talk about the needs of their child and how these can be met. This information is used to develop an SEN support plan which will be reviewed on a termly basis to check progress (some schools use Inclusion Passports)

TA

Teaching Assistant also sometimes called Learning Support Assistant (LSA).

TAC

Team Around the Child - These are meetings which are held with all agencies involved present to help meet the needs of the child.

Targeted

Services for those with additional needs often assessed.

Third Party Arrangements

A different organisation or trust that holds the money and helps parents, carers and young people to decide the best way to spend the funding, they then buy the services that will help meet the outcomes.

Transition

When a child moves between key stages or a young person moves from children's to adult services.

Universal

A service available to everyone, without assessment.

UPN

Unique Pupil Reference Number -issued to all school age children.

UTC

University Technical College which offers academic and technical education to secondary school pupils (a type of Academy).

VI

Visually Impaired

Contact Us

SEND Bradford Local Offer

Address: Fifth Floor, Margaret McMillan Tower, Bradford, BD1 1NN

Email: LocalOffer@bradford.gov.uk

Telephone: 01274 437503

Social Media:

