

Have you ever been to a meeting with people whose role titles are abbreviated and you have not always understand what was going on as people have used abbreviations and not explained what these mean? Then this may help you, feel free to print off and use when needed, but don't feel scared to ask what it is they are abbreviating.

Abbreviation	Meaning
Academy	A state-funded school in England that is directly funded by the Department of Education, through the Education Funding Agency. Academies are self-governing and independent of local authority control.
Access to Work	An Access to Work grant from the Department for Works and Pensions helps to pay for practical support for young people and adults who have a disability, health or mental health condition so that they can start work, stay in work or start their own business. It can pay for things like special equipment, fares to work if public transport is not practical, a support worker or coach in the workplace or a communicator at a job interview.
A & E	Accident and Emergency Department.
ACE	Advisory Centre for Education.
Acute	The short term, crisis phase of an illness.
ADD/ADHD	Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder.
ADL	Actions for Daily Living.
Annual Review	The review of the EHC plan which the local authority must make as a minimum every 12 months.
ASD	Autism Spectrum Disorder.
Assessment	A detailed examination of a child's special educational needs.

Baseline Assessment	A standardised teacher assessment designed to establish the attainment level of children at a significant point.
Basic Skills	Reading, writing and maths.
BESD	Behavioural, Emotional and Social Difficulties.
BST	Behaviour Support Team.
BME	“Black Minority Ethnic”
CAF	Common Assessment Framework.
CAF Directory	Contact a Family Directory, gives information about Health Disabling Conditions and syndromes. It also provides information about support groups available.
CAMHS	Child and Adolescent Mental Health Service. These services assess and treat children and young people with emotional, behavioural or mental health difficulties. They range from basis pastoral care such as 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 that are being provided to a child or young person to help them manage a disability or health condition. The plan will be agreed with the child’s parent or the young person and may be contained within a patient’s medical record or maintained by local authorities for looked after children – In this instance the Care Plan will contain a Personal Education Plan in addition to the health and social care elements.
CCG	Clinical Commissioning Group.
Children and young people’s secure estate	This comprises three types of establishment – secure children’s home, securing training centres and young offender institutions.
Chronic	Persisting for a long time.
CIN	Child in Need.

CA	Classroom Assistant/Carers Allowance.
CF	Cystic Fibrosis.
Complex	More than one significant problem.
Comprehensive Health Assessment Tool (CHAT)	An assessment tool for young people in the youth justice system. It ensures that young people in the secure estate and in the community receive a comprehensive assessment of their physical and mental health, substance misuse and neuro-disability needs on entry to the system.
Compulsory school age	A child of compulsory school aged from the beginning of the term following their 5 <sup>th</sup> birthday until the last Friday of June in the year in which they are 16, provided that their 16 <sup>th</sup> birthday falls before the start of the next school year.
Congenital	Present at birth.
CP	Cystic Fibrosis. CP can also be used as jargon for child protection.
COP	Code of Practice.
CPAN	Continuous Positive Airway Pressure.
CPN	Community Psychiatric Nurse.
CPR	Child Protection Register.
DAC	Developmental Assessment Clinic.
DDA	Disability Discrimination Act.
Diagnosis	Identification of a disease or condition by looking at the symptoms.
DLA	Disability Living Allowance (DLA) is a benefit you can claim if you child needs extra help or looking after because of their special needs.
DOB	Date of Birth.

Disabled Student Allowance (DSA)	An allowance for undergraduate or post-graduate students who have a disability of 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.
Disagreement Resolution	This is a statutory service commissioned by local authorities to provide a quick and non-adversarial way of resolving disagreements between parents or young people and bodies responsible for providing education, whether the child has an EHC plan or not, or health and social care in relation to EHC assessments and plans. Disagreement resolution services can also be used in cases of disagreement between local authorities and health commissioning bodies during the EHC assessments, the drawing up of EHC plans or the reviewing of those plans.
Early Help Assessment	A social care assessment of a child and his or her family, designed to identify needs at an early stage and enable suitable interventions to be put in place to support the family.
Early Years Education	All pre-school education provision such as playgroups, nursery classes, pre-school and day nurseries.
EBD	Emotional and Behavioural Difficulties.
EBSD	Emotional, Behavioural and Social Difficulties.
EDT	Emergency Duty Team.
ENT	Ear, Nose and Throat.
EP	Educational Psychologist are psychologists who have previously trained and worked as teachers; they work in schools offering support with any difficulty affecting your child's development and learning.
ESW	Educational Social Worker.
EWO	Education Welfare Officer.

ESP	Early Support Programme coordinates health, education and social care support for the parents and carers of disabled children and young people from birth to adulthood. A Key Worker is assigned to families that join the programme.
EYFS	Early Years Foundation Stage begins when children reach the age of three. Many children attend an early education setting soon after their third birthday. The foundation stage continues until the end of the reception year and is consistent with the National Curriculum. It prepares children for learning in Year 1, when programmes of study for Key Stage 1 are taught.
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 childminders.
Education Funding Agency (EFA)	An arm of the Department for Education that manages the funding for learners between the ages of 3 and 19 years and for those with SEN or disabilities between the ages of 3 and 25 years. The EFA allocates funding to 152 local authorities for maintained schools and voluntary aided schools. It is also responsible for funding and monitoring academies, University Technical Colleges, studio schools and free schools, as well as building maintenance programmes for schools and sixth-form colleges.
EHC Plan	Education, Health and Care Plan - An ECH plan details the education, health and social care support that is to be provided to a child or young person who has SEN or a disability. It is drawn up by the local authority after an EHC assessment of the child or young person has determined that an ECH plan is necessary, and after consultation with relevant partner agencies.
E2E	Entry into Employment.
Further Education (FE) College	A college offering continuing education to young people over compulsory school age of 16. The FE sector in England includes general further education colleges, sixth form colleges, specialist colleges and adult education institutions.

First-tier Tribunal (Special Educational Needs and Disability)	An independent body which has jurisdiction under section 333 of the Education Act 1996 for determining appeals by parents against local authority decisions on EHC needs assessment and EHC plans. The Tribunal's decision is binding on both parties to the appeal. The Tribunal also hears claims of disability discrimination under the Equality Act 2010.
FNE	Free Nursery Entitlement.
Free School	A free school is a type of academy, which is free to attend, but is not controlled by the local authority. Free schools receive state funding via the Education Funding Agency. Parents, teachers, businesses or charities can submit an application to the Department for Education to set up a free school.
FSM	Free School Meals.
Genetic	Inherited.
GDD	Global Developmental Delay.
G & T	Gifted and Talented.
GMS	Grant Maintained School.
GP	General Practitioner or Family Doctor.
Graduated Approach	A model of action and intervention in early education settings, schools and colleges to help children and young people 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 or young person may be experiencing.
HE	Higher Education

Health and Wellbeing Board	A Health and Wellbeing Board acts as a forum where local commissioners across the NHS, social care and public health work together to improve the health and wellbeing of their local population and reduce health inequalities. The Boards are intended to increase democratic input into strategic decisions about health and wellbeing services, strengthen working relationships between health and social care and encourage integrated commissioning of health and social care services.
HI	Hearing Impairment.
HV	Health Visitor.
Healthwatch England	Healthwatch England is an independent consumer champion, gathering and representing the views of the public about health and social care services in England. It operates both at a national and local level and ensures the views of the public and people who use services are taken into account. Healthwatch England works as part of the Care Quality Commission.
Healthy Child Programme	The Healthy Child Programme covers pregnancy and the first five years of a child's life, focusing on a universal preventative service and provides families with a programme of screening, immunisation, health, wellbeing and parenting.
ICS	Integrated Children's System.
Independent Review Officer (IRO)	The appointment of an IRO is a statutory requirement for local authorities under the Adoption and Children Act 2002. IROs make an important contribution to the goal of significantly improving outcomes for looked after children. Their primary focus is to quality assure the care planning process for each child, and to ensure that his or her current wishes and feelings are fully considered.
Independent Supporter	A person recruited locally by a voluntary or community sector organisation to help families going through an EHC needs assessment and the process of developing an EHC plan. This person is independent of the local authority and will receive training, including legal training, to enable him or her to provide this support.

Independent School	A school that is not maintained by a local authority and is registered under section 464 of the Education Act 1996. Section 347 of the Act sets out conditions under which an independent school may be approved by the Secretary of State as being suitable for the admission of children with EHC plans.
IEP	Individual Education Plan.
INT	Individual Needs Teacher.
Joint Strategic Needs Assessment (JSNA)	Joint strategic needs assessments analyse the health needs of populations to inform and guide commissioning of health, wellbeing and social care services within local authority areas. The JSNA's central role is to act as the overarching primary evidence base for health and wellbeing boards to decide on key local health priorities.
Key Worker	The term Key Worker is used to describe workers from a variety of settings who work closely with a child, young person or adult.
LA	Local Authority.
LAC	Looked After Child.
LD	Learning Difficulty.
LDN	Learning Disability Nurse.
LEA	Local Education Authority.
Local Offer	Local authorities in England are required to set out in their Local Offer of Information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have Education, Health and Care (EHC) plans. Local authorities must consult locally on what provision the Local Offer should contain.
LSA	Learning Support Assistant.
Maintained School	For the purpose of the Code of Practice 2014, schools in England that are maintained by a local authority - any community, foundation or voluntary school, community special or foundation special school.



MDT	Multi-Disciplinary Team.
Mediation	This is a statutory service commissioned by local authorities which is designed to help settle disagreements between parents or young people and local authorities over the EHC needs assessments and plans and which parents and young people can use before deciding whether to appeal to the First-Tier Tribunal about decisions on assessment or the special educational element of a plan. Mediation can cover any one or all three elements of an EHC plan and must be offered to the parent or young person when the final plan is issued, but they are not able to appeal to the Tribunal about the health and social care aspects of the plan.
MLD	Moderate Learning Difficulty.
MSI	Multi Sensory Impairment.
National Curriculum	This sets out a clear, full and statutory entitlement to learning for all pupils, determining what should be taught and setting attainment targets for learning. It also determines how performance will be assessed and reported.
National Offender Management Service (NOMS)	NOMS is an executive agency of the Ministry of Justice. It is responsible for the running of prison and probation services, rehabilitation services for prisoners leaving prison, ensuring support is available to stop people re-offending, contract managing private sector prisons and services such as the Prisoner Escort Service and electronic tagging, and contract managing 35 Probation Trusts.
Neuropsychologist	Is a psychologist who assesses and works with people who may have impaired areas of the brain that may be affecting things like speech, learning etc.
NG Tube	Nasal Gastric Tube, this is a tube inserted in the nose going straight into the stomach for feeding.
NHS	National Health Service
NHS Continuing Care	NHS Continuing Care is support for children and young people under 18 who need a tailored package of care because of their disability, an accident or illness.

NHS Continuing Health Care	NHS Continuing Health Care is the name given to a package of care that is arranged and funded solely by the NHS for individuals aged 18 and over who are not in hospital but have complex ongoing healthcare needs. It can be provided in any setting, for example in the home or in a residential care home.
NHS England	NHS England is an independent body, at arm's length to the government and held to account through the NHS Mandate. It's main role is to improve health outcomes for people in England by providing national leadership for improving outcomes and driving up the quality of care; overseeing the operation of clinical commissioning groups; allocating resources to clinical commissioning groups, and commissioning primary care and specialist services.
NHS Foundation Trust	NHS foundation trusts are not-for-profit corporations that provide NHS hospitals, mental health and ambulance services. NHS foundation trusts are not directed by Government, but are accountable to their local communities through their members and governors, to their commissioners through contract and to Parliament through their annual report and accounts. Foundation trusts are registered with and inspected by Care Quality.
NHS Mandate	The NHS Mandate is issued by the government to NHS England. It sets out the government's ambition for the National Health Service and provides direction to NHS England. The mandate will be reviewed annually.
NHS Trust	NHS trusts are public sector bodies that provide community health, hospital, mental health and ambulance services on behalf of the NHS in England and Wales. Each trust is headed by a board consisting of executive and non-executive directors, and is chaired by a non-executive director.
Non-maintained special school	Schools in England approved by the Secretary of State under section 342 of the Education Act 1996 as special schools which are not maintained by the state but charges fees on a non-profit-making basis. Most non-maintained special schools are run by major charities or charitable trusts.

NQT	Newly Qualified Teacher.
NTA	Non Teaching Assistant.
ODD	Oppositional Defiant Disorder.
OFSTED	Office for Standards in Education, a non-Ministerial government department established under the Education (Schools) Act 1992 to take responsibility for the inspection of all schools in England. Her Majesty's Inspectors (HM) form its professional arm.
OT	Occupational Therapist.
PAEDS	Paediatrics.
Paediatrician	Doctor who specialised in the Development or care of children.
Parent	Under section 576 of the Education Act 1996, the term 'Parent' includes any person who is not a parent of the child, but has parental responsibility or who cares for him or her.
Parent Carer Forum	A Parent Carer Forum is a group of parents and carers of disabled 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.
Parent Partnership Services (now known as Information, Advice and Support Services)	Provide advice and support to children with SEN or disabilities, their parents and young people with SEN or disabilities. They provide neutral and factual support on the special educational needs system to help the children, their families and young people to play an active and informed role in their education and care. Although funded by local authorities, the service is run either at arm's length from the local authority or by a voluntary organisation to ensure children, their parents and young people have confidence in them.

Parental Responsibility	<p>Parental responsibility is defined under Section 3 (1) of the Children Act 1989 as meaning all the duties, rights, powers, responsibilities and authority which parents have with respect to their children and their children's property. Under Section 2 of the Children Act 1989, a parental responsibility falls upon:</p> <ul style="list-style-type: none"> <li>• All mothers and fathers who are married to each other at the time of the child's birth (including those who have separated or divorced)</li> <li>• Mothers who were not married to the father at the time of the child's birth, and</li> <li>• Fathers who were not married to the mother at the time of the child's birth,, who have obtained parental responsibility either by agreement with the child's mother or through a court order</li> </ul>
Personal Budget	<p>A Personal Budget is an amount of money identified by the local authority to deliver provision set out in an EHC plan where the parent or young person is involved in securing that provision. The funds can be held directly by the young person, or may be held and managed on their behalf by the local authority, school, college or other organisation or individual and used to commission the support identified in the EHC plan.</p>
PICU	Paediatric Intensive Care Unit.
PEP	<p>A Personal Education Plan is an element of a care plan maintained by the local authority in respect of a looked after child, which sets out the education needs of the child. If a looked after child has an EHC plan, the regular reviews of the EHC plan should, where possible, coincide with reviews of the Personal Education Plan.</p>

Portage	Is planned, home-based educational support for pre- school children with special educational needs. Local authorities usually provide Portage services. The Portage service is named after the town of Portage, Wisconsin, USA. There is an active and extensive network of Portage services in the UK, developed by the National Portage Association, which provides a Code of Practice and accredited training.
PMLD	Profound and multiple Learning Difficulties.
Progressive	A condition which will go through a series of stages as it develops. Often suggests a condition will not improve.
PTA	Parent Teacher Association.
PRU	Pupil Referral Unit – any school established and maintained by a local authority under section 19 (2) of the Education Act 1996 which is specially organised to provide education for pupils who would otherwise not receive suitable education because of illness, exclusion or any other reason.
PSP	Pastoral Support Programme.
SALT	Speech and Language Therapy is a health care profession, the role and aim of which is to enable children, young people and adults with speech, language and communication difficulties (and associated difficulties with eating and swallowing) to reach their maximum communication potential and achieve independence in all aspects of life.
SAT's	Standard Assessment Tests.
SENCO	Special Educational Needs Coordinator is a qualified teacher in a school or maintained nursery school who has responsibility for co-ordinating SEN provision. In a small school, the head teacher or deputy may take this role. In larger schools there may be a team of SENCO's. Other early settings in group provision arrangements are expected to identify an individual to perform the role of SENCO and childminders are encouraged to do so, possibly sharing the role between them where they are registered with an agency.

SEND	Special Educational Need and Disability.
SENDIST	Special Educational Needs Disability Tribunal.
SCE	Service Children's Education - oversees the education of UK Services children abroad. It is funded by the Ministry of Defence and operates its own schools as well as providing advice to parents on UK and overseas schools.
SEN	Special Educational Needs. A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age or young person has a learning difficulty or disability if he or she has a significant greater difficulty in learning than the majority of others of the same age, or has a disability which prevent or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream post – 16 institutions.
Special Educational Provision	Special educational provision is provision that is different from or additional to that normally available to pupils or students of the same age, which is designed to help children and young people with SEN or disabilities to access the National Curriculum at school or to study at college.
SLD	Severe Learning Difficulty.
SPLD	Specific Learning Disability.
SPM	Sensory, Physical, Medical.
SW	Social Worker.
TA	Teaching Assistant.
TAC	Team around the Child.
TP	Transitions Plan.
VI	Visually Impaired.

Virtual School Head (VSH)	The Virtual School Head is an officer of the local authority who leads a virtual school team that tracks the progress of children looked after by the authority as if they attended a single school. The Children & Families Act 2014 requires every local authority to appoint an officer who is an employee of that or another authority to discharge this duty.
Young Person	A person over compulsory school age (the end of the academic year in which they turn 16). From this point the right to make decisions about matters covered by the Children & Families Act 2014 applies to the young person directly, rather than their parents.
Youth Justice Board (YJB)	The Youth Justice Board for England and Wales is an executive non-departmental public body. Its board members are appointed by the Secretary of State for Justice. The YJB oversees the youth justice system in England & Wales, works to prevent offending and reoffending by children and young people under the age of 18 and ensures that custody for them is safe, secure and addresses the causes of their offending behaviour.
Youth Offending Team (YOT)	Youth offending teams are part of local authorities and are separate from the police and the justice system. They work with local agencies including the police, probation officers, health, children's Services, schools and the local community, to run local crime prevention programmes, help young people at the police station if they're arrested, help young people and their families in court, supervise young people serving a community sentence and stay in touch with a young person if they're sentenced to custody.

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