

Entrust Clerk Team: Glossary of Educational Terms

Acronym	Stands For	Definition
A		
Academies	Academies	Academies are publicly funded independent schools. They are all ability schools established by sponsors from business, faith or voluntary groups. Academies have different Governance arrangements to other schools. An academy's Funding Agreement sets out the details of the Governance arrangements for each school
Accountable Officer (Academies Only)	Accountable Officer	The accounting officer is personally responsible to Parliament for matters such as risk management, ensuring that opportunities are not overlooked, ensuring regularity and that public money is spent for the purposes intended.
Academy Trust Handbook (Academies only)	Academy Trust Handbook (previously known as Academies Financial Handbook)	Academy trusts must comply with this handbook as a condition of their funding agreement which is issued by the ESFA. It sets out the management and governance requirements which apply to all academy trusts (note this Handbook is usually updated every year in the summer term to take effect for the following academic year)
Additional Inspector	Additional Inspector (Ofsted)	An Ofsted inspector contracted through external Inspection Service Providers.
Admissions Code	Admissions Code	All state schools are required to have admission procedures which meet the School Admissions Code. Where more pupils apply to be admitted to a school than the school has room for, its oversubscription criteria will be applied. In community and voluntary controlled schools, the Local Authority is responsible for admissions. In foundation and voluntary aided schools, the Governing Board is responsible. An academy trust is responsible for its own admissions code but the majority follow those of the LA
AoA (Academies only)	Articles of Association	The model Articles of Association set out regulations for academies, including the composition of the Governing Board
ASCL	Association of School and College Leaders	A Headteacher and Senior Leader's Union
Associate Members	Associate Members	Individuals appointed by the Governing Board of a LA maintained school. They are not part of the Governing Board but are allowed to attend meetings and sit on committees and can be given voting powers. They are appointed for 1-4 years, with the opportunity for re-appointment. An associate member could be a pupil, member of staff, or someone with expertise in a particular area. Normally, Academies Articles of Association allow them to appoint non-Governors to committees and give them voting rights.
AFL	Assessment for Learning	An approach to teaching and learning that creates feedback, which is then used to improve pupils' performance
AHT	Assistant Headteacher	Works with the Headteacher and would form part of the Senior Leadership Team
Annual Review	Annual Review	Under the Children and Families Act 2014, Local Authorities must carry out a review of every Education Health & Care Plan (EHCP) at least once every 12 months.
AP	Alternative Provision	An Alternative Provision setting teaches children and young people who are not able to attend a mainstream school. This could be because they have behavioural difficulties, a short or long-term illness or have been excluded

AP Academy (Academies only)	Alternative Provision Academy	Caters specifically for children who are excluded, sick or otherwise unable to attend mainstream school. Run by an Academy Trust, not the Local Authority.
APP	Assessing Pupil Progress	APP is a structured approach to in-school assessment which enables teachers to make judgements about their pupils' attainment
Area of Need	Area of Need	Area of Need is the name for the four broad categories which describe a pupil's Special Educational Needs (SEND). They are: <ul style="list-style-type: none"> • Communication and interaction • Cognition and learning • Social, Emotional and Mental Health (SEMH) • Sensory and physical
ASD	Autistic Spectrum Disorder	Is a developmental disability caused by differences in the brain. People with ASD often have problems with social communication and interaction, and restricted or repetitive behaviours or interests. People with ASD may also have different ways of learning, moving, or paying attention.
ARE	Age-Related Expectations	ARE identifies what is expected of a pupil by a specific age or year group. In the national curriculum, there is a set standard of expectation which is defined by threshold descriptors indicating what a pupil should be able to do by the end of Key Stage 2 (Year 6).
ASP	Analyse School Performance	Replaces RAISEonline. ASP is the DfE's key system for reporting school performance data
Attainment Targets	Attainment Targets	These establish what children of differing ability should be expected to know and be able to do by the end of each Key Stage of the Curriculum. 2 March 2021
AWPU	Age-Weighted Pupil Unit	The sum of money allocated to the school for each pupil according to age. This is the basic unit of funding for the school.
B		
Baseline Assessment	Baseline Assessment (Reception Year)	The baseline assessment is carried out in the first six weeks of a pupil starting their Reception year. It provides a starting point assessment from which a cohort-level progress measure to the end of key stage 2 can be created. It is a statutory assessment.
Board of Trustees	Board of Trustees	Applicable to Academy Trusts (Multi Academy Trusts (MAT) and Single Academy Trusts (SAT)) and is responsible for the strategic oversight of Trust academies, including the three core functions of a governing board.
Bursar	Bursar	A school's administration or business manager. The exact role of a bursar will vary from school to school, but their duties will almost always include financial and administrative management and many are involved in strategic planning and risk management.
C		
CAHMS	Child and Adolescent Mental Health Service	The name of the NHS service that assesses and treats young people with emotional behavioural and mental health difficulties.
Capital Expenditure	Capital Expenditure	Spending on projects, improvements and extensions to schools.
CATS	Cognitive Ability Tests	Used to assess an individual's overall intelligence
CEO	Chief Executive Officer	The senior executive leader in a multi academy trust (MAT). They are held to account by the trust board for all aspects of the MAT as a whole.
CFO	Chief Financial Officer	The role is to have strategic oversight of the financial performance of each academy within the trust. All academy

		trusts are required to appoint a CFO, although trusts may give this person another title eg Finance Director
Chair's Actions	Chair's Actions	In maintained schools the Chair is allowed to take decisions without asking the Governing Board, if a delay will be detrimental to the school, a member of staff, a pupil or parent. In academies, the power is not automatic and must be delegated to the Chair either by the Trust Board through its Terms of Reference or to a Chair of a Local Governing Board by the Trust's Scheme of Delegation
CIN	Children in Need	The Children Act 1989 defines a Child in Need if: <ul style="list-style-type: none"> • He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a Local Authority • His/her health or development is likely to be significantly impaired, or further impaired without the provision for him/her of such services. • He/she is disabled.
Clerking Competency Framework	Clerking Competency Framework	A non-statutory framework published by the government that sets out the required competencies to deliver professional clerking.
Collaboration	Collaboration	An agreement between two or more schools to work together on one particular issue. They keep their individual Governing Boards but may set up a joint committee to which they can delegate powers.
Community/Co-opted Governor	Community Governor/ Co-opted Governor	A Governor representing community and local businesses chosen by members of a Governing Board who have themselves been elected or appointed. These are sometimes called Co-opted Governors.
Community School	Community School	LA maintained schools of which the LA is the employer, owns the land and buildings and sets the admission criteria
Community Special School	Community Special School	LA maintained schools which make special educational provision for pupils with Educational Health Care Plans, whose needs cannot be fully met from within mainstream provision. The LA is the employer, owns the land and buildings and sets the admission criteria.
Competency Framework for Governors	Competency Framework for Governors	Guidance on the on the skills, knowledge and behaviours governors need to be effective
Competitive Tendering	Competitive Tendering	Obtaining quotes or tenders from alternative suppliers before awarding contracts
CP	Child Protection	The protection of children from violence, exploitation, abuse and neglect. Child protection systems are a set of usually government-run services designed to protect children and young people who are underage and to encourage family stability.
CPD	Continuous Professional Development	Normally takes the form of training for school staff or Governors.
D		
DBS	Disclosure and Barring Service	The Disclosure and Barring Service helps employers make safer recruitment decisions each year by processing and issuing DBS checks for England, Wales, the Channel Islands and the Isle of Man. DBS also maintains the adult and children's Barred Lists and makes considered decisions as to whether an individual should be included on one or both of these lists and barred from engaging in regulated activity
DSG	Dedicated Schools Grant	Funding from central Government to the Local Authority, the majority of which is then delegated directly to individual schools through the LA's funding formula.

Delegated Budget	Delegated Budget	The amount of funding that each Local Authority allocates directly to each individual maintained school at the beginning of each financial year.
Delegated Powers	Delegated Powers	Authority given to a committee, an individual Governor or the Headteacher / Principal to take action on behalf of the Governing Board. In multi academy trusts, this also refers to powers delegated to Local Governing Boards in accordance with the Academy Trust Scheme of Delegation.
Designated Person	Designated Person	Liaises with other services on behalf of young people in care and has a responsibility for promoting their educational achievement.
Designated Teacher for Looked After Children	Designated Teacher for Looked After Children	The Designated Teacher (Looked-After Pupils) (England) Regulations 2009 require that the designated person is a qualified teacher who has completed the appropriate induction period (if required) and is working as a teacher at the school or is a head teacher or acting head teacher of the school
DfE	Department for Education	The Government Department responsible for schools and children.
Directed Time	Directed Time	Time when a teacher must be available to carry out duties, including attending staff and parent meetings, under the direction of the Headteacher/principal – a maximum of 1265 hours in a school year
Disapplication	Disapplication	A term used where National Curriculum requirements may not apply to a pupil
DSL/DDSL	Designated Safeguarding Lead/Deputy Designated Safeguarding Lead	The trained designated leader of all things related to safeguarding within the school. DDSL is the Deputy DSL The trained deputy supports the DSL relating to safeguarding within the school. Usually a senior leader.
E		
EAL	English as an Additional Language	Refers to children whose first language is not English and who may not speak English fluently or at all
EBD	Emotional and Behavioural Difficulties	Children who display these problems may be placed on the Special Needs Register and given extra support.
ECF	Early Career Framework	The professional development available to early career teachers at the start of their careers, underpinned by the early career framework.
ECT	Early Career Teacher (previously Newly Qualified Teacher (NQT))	Early Career Teacher replaced the term NQT (Newly Qualified Teacher) in 2021. An ECT will have completed their initial teacher training and can then begin their ECT induction period of two years.
EHCP	Education Health Care Plan	The document that identifies all a child's special education needs, either within mainstream or a special school (historically known as a Statement of SEN)
ELSA	Emotional Literacy Support Assistant	The ELSA (normally a member of teaching or support staff employed by the school) works with children and families to support with emotional and mental health needs. Referrals can be made by either staff (with family consent) or directly by parents.
EMAG	Ethnic Minority Achievement Grant	Schools could previously receive funding from the Ethnic Minority Achievement Grant (EMAG), which was introduced in 1999. This provided funding based on numbers of children from underachieving ethnic minority groups and of pupils with EAL. In April 2011, EMAG, then at approximately £200m, was mainstreamed into the wider schools grant. However, some schools do currently receive additional funding from local authorities based on the number of pupils with EAL. Central Government money is distributed to individual schools through local authorities and schools forums. In drawing up the local funding formulas used by

		local authorities to distribute money to maintained schools, schools forums can decide whether or not to include a funding factor for pupils with EAL. They can also decide the cash value of the factor if they do decide to include one.
EP	Educational Psychologist	The EP works with children and young people in educational and Early Years settings. They will assess children and make diagnosis relating to learning difficulties, social and emotional problems, issues around disability as well as more complex development needs.
ESFA	Education Skills and Funding Agency	Is responsible for revenue and capital funding for all schools in England & Wales. It distributes funding to Local Authorities for Maintained Schools and provides funding directly to Academies.
ESO	Education Supervision Order	An Order may be sought by a Local Authority against a parent/carer to deal with cases of poor pupil attendance at school.
EVC/EVOLVE (Staffordshire schools)	Educational Visits Co-ordinator/EVOLVE	EVOLVE is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. All information about the trip is stored electronically and is checked by the EVOLVE team to ensure it has been safely planned and meets all criteria and guidelines. Every school will have a trained EVC who will sign off the trip provided it meets all necessary regulations.
Ever 6 FSM	Ever 6 Free School Meals (see FSM below)	This is when a student has a historic FSM status. They will be classed as "Ever 6 FSM for 6 years after their FSM eligibility end date." For example, if someone was FSM from 1st September 2018 until 31st October 2020, they will be Ever 6 FSM until 31st October 2026 (6 years after their FSM end date). Their previous FSM eligibility leads to their Ever 6 FSM status. The Ever 6 FSM status will keep the 'Disadvantaged' and 'Pupil Premium' statuses until their Ever 6 FSM status is over.
Ever 6 Service Child	Ever 6 Service Child (see Pupil Premium Service Children below)	This is when a student has a historic Service Child status. They will be classed as "Ever 6 Service Child for 6 years after their Service Child end date." For example, if someone was a Service Child from 18th July 2015 until 12th December 2018, they will be Ever 6 Service Child until 12th December 2024 (6 years after their end date).
EWO	Education Welfare Officer	A professional worker who visits pupils' homes and deals with attendance problems and other welfare matters in co-operation with the school.
Exclusion/Suspensions	Exclusion and Suspensions	Exclusion The permanent removal of a pupil from school for serious breach of the school's behaviour policy Suspension The temporary removal of a pupil from school (formerly known as a 'fixed term exclusion') for breaching the school's behaviour policy.
Ex Officio	Ex Officio	A person who holds an 'ex officio' term of office eg a Headteacher, is able to attend meetings by virtue of holding such office
Extended Schools/Services	Sometimes known as 'Wraparound Care'	Schools that provide a range of services and activities often before or beyond the school day, to help meet the needs of the pupils, their families and the wider community.
EYFS	Early Years Foundation Stage	The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered Early Years' providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

EYSP/ELGs	Early Years Foundation Stage Profile/Early Learning Goals	The EYFS profile is a statutory assessment of children's development at the end of the Early Years foundation stage (known as a summative assessment) and is made up of an assessment of the child's outcomes in relation to the 17 early learning goals (ELGs). It is intended to provide a reliable, valid, and accurate assessment of each child's development at the end of the EYFS, which is at the end of a child's year in Reception.
F		
FE	Further Education	Refers to all post-16 courses and qualifications that are lower than a degree. Everyone in England has to study FE until they are 18 but if staying on at school does not appeal, there are plenty of alternatives ranging from sixth form colleges to independent FE providers. Apprenticeships are also be available.
Federation	Federation	Two or more LA maintained schools Governed by one Governing Board whose schools generally work together collaboratively.
FFT	Fischer Family Trust	A non-profit company that provides data and analysis to LAs and all schools in England and Wales.
FE	Form of Entry	The number of classes that a school admits each year.
Foundation Governor	Foundation Governor	A Governor appointed by the foundation Board of a voluntary school; usually but not always from a faith background and appointed via the Diocese.
Foundation (VA) Schools Foundation (VC) Schools	Foundation Voluntary Aided Schools Foundation Voluntary Controlled Schools	LA maintained schools in which the Governing Board is the employer, with the foundation (normally a Diocese) owning the land and buildings. The Governing Board sets the admission criteria. LA maintained schools where the LA is the employer and the owner of the land and buildings. The LA will set its own admission criteria.
Foundation Special Schools	Foundation Special Schools	LA maintained special schools, which have the same freedoms as foundation schools (see above).
Foundation Stage	Foundation Stage	Curriculum followed by children below statutory school age, in schools and nursery/pre-school provision.
Free School	Free School	A type of academy, either a new school set up in response to parental demand or a fee-paying school joining the state education system
FSM	Free School Meals	Free School Meals - pupils are eligible for FSM if their parents receive certain benefits. Children who qualify for free school meals are normally eligible for pupil premium (see Pupil Premium below).
Funding Agreement	(Model) Funding Agreement	Model funding agreements are for schools or groups establishing a new multi-academy trust (MAT) or single academy trust (SAT). It is an agreement entered into by each Trust with the DfE. DfE Where a MAT is established each of its individual academy schools will have a separate supplemental funding agreement with the DfE.
G		
GAG	General Allocation Grant	GAG stands for General Annual Grant and is typically the main source of Government funding academies receive each year.
GIAS	Get Information About Schools	A statutory online register of governor and trustee details – name, term of office and appointing body. The Register is available for public inspection. Other governor details are recorded eg date of birth former names (if any) and post code but these details are not available for public inspection. Formerly known as Edubase.

GDPR	General Data Protection Regulations (UK GDPR)	The UK General Data Protection Regulation (UK GDPR) works with the Data Protection Act 2018 (DPA 2018) to form the UK's data protection framework. It determines how people's personal data is processed and kept safe, and the legal rights individuals have over their own data. The UK adopted the EU's GDPR in 2018, but since the UK's withdrawal from the EU it has used its own version, known as the UK GDPR.
Governing Board	Governing Board (Body)	An overarching term which refers to both the board of LA maintained schools (Governing Board), Academies/MATs (Board of Trustees/Directors) and can refer to governors who govern at local level in a MAT (eg LGB). A Governing Board was historically known as Governing 'Body' but more recently the term 'Governing Board' is more widely used.
H		
H&S	Health & Safety	Health and Safety is an important part of school life and keeping children and adult's safe is essential within our teaching and learning environments. Children should be able to experience a wide range of activities, safely and healthily adhering to the standards should help them to do so.
HLTA	Higher Level Teaching Assistant	A Higher Level Teaching Assistant (HLTA) is a TA (Teaching Assistant) who has undertaken additional training and is able to take on greater responsibility, including covering classes, and planning and teaching their own lessons.
HMCI	His Majesty's Chief Inspector of Schools	Is the Head of Ofsted.
HMI/Ofsted Inspectors	His Majesty's Inspector/Ofsted Inspectors	HMIs are civil servants who hold a permanent contractual position with Ofsted, often on a full-time basis. Ofsted are their main employer. Ofsted Inspectors work for Ofsted on a freelance basis, and are paid a day-rate for their inspection services
HSE	Health & Safety Executive	The Health and Safety Executive is a UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare, and for research into occupational risks in Great Britain
I		
ICT	Information & Communication Technology	Information and Communications Technology (ICT) can impact student learning when teachers are digitally literate and understand how to integrate it into curriculum. Schools use a diverse set of ICT tools to communicate, create, disseminate, store, and manage information
IDSR	(School) Inspection Data Summary Report	This guide gives an overview of the inspection data summary report (IDSR) for primary and secondary schools and is used by Ofsted when preparing for and during an inspection of schools. Schools may choose to share this important snapshot with their Governors.
IEP	Individual Education Plan	Individual education plans (IEPs) are used by many schools as a planning, teaching and reviewing tool for children and young people with special educational needs (SEN).
IEB	Interim Executive Board	An Interim Executive Board (IEB) is a small board of governors appointed by the Local Authority (LA) on a short-term basis for their experience and skills to turn around a school that is judged to be in urgent need of improvement. An IEB replaces the governing board of a school that has either been placed in special measures or given notice to improve by Ofsted, or that has not complied with a warning notice from its LA. In academies IEB's are often called Interim Management Boards and an academy trust may put in place an IEB to replace its Local Academy Board where circumstances dictate this to be necessary.

INSET	In-Service Training Day	For staff as a whole. Maintained schools are allowed to allocate 5 INSET days each academic year which must be agreed by governors. Academies are entitled to set 6 INSET days. Schools are generally closed to pupils on INSET days.
Instrument of Government	Instrument of Government	A legal document setting out the name of the school and the constitution of the Governing Board in a maintained school. (An academy constitutes its board of Trustees/Directors in accordance with its Articles of Association and may constitute its Local Governing Boards in accordance with its own Terms of Reference/Scheme of Delegation).
ISBL	Institute of School Business Leaders	The professional body for School Business Leaders (previously known as the National Association of School Business Managers).
K		
KCSIE	Keeping Children Safe in Education	Statutory guidance for schools and colleges on safeguarding children and safer recruitment. KCSIE is updated at least annually in time for the start of the autumn term.
Key Stages (KS1-4)	The four stages of the National Curriculum	The key stages are KS1 (age 5-7 -Years 1 and 2), KS2 (age 7-11 – Years 3, 4, 5 and 6), KS3 (age 11-14 – Years 7, 8 and 9), KS4 (age 14-16 – Years 10 and 11). KS5 applies to 16-19 years-olds but is not part of the National Curriculum. Although the NC is not compulsory for Academies, they generally refer to each of the key stages as mentioned above.
KPI/PI	Key Performance Indicators/Performance Indicators	Used to evaluate the success of a school or of a particular activity in which it engages.
L		
LAC/PLAC	Looked After Child/Previously Looked After Child	LAC – A child who has been in the care of the Local Authority for more than 24 hours. PLAC – A child who was previously in the care of the Local Authority.
LA	Local Authority	Local Authorities (LAs) are part of local councils, i.e. borough, county, metropolitan and city. Within local councils, LAs are accountable for Early Years' education, schools, adult education and youth services. Community, foundation and voluntary schools are funded directly by their LA but there are plans to introduce the New National Funding Formula where all schools will be funded by central government (similar to what is now in place for academies).
LGA	Local Government Association	The LGA is the national membership body for local authorities who work on behalf of their member councils to support, promote and improve local government.
LSA	Learning Support Assistant/Teaching Assistant	Works with class teachers in a supporting role generally in the classroom.
LGB	Local Governing Board	The Governors at an individual school in a multi-academy trust. These can also be called Academy Committees, Academy Councils, Local Advisory Boards and are formed as a committees of the Trust Board.to govern at local level in accordance with the Trust's scheme of delegation.
M		
MPS	Main Pay Scale	Points M1 to M6 on the teacher's pay scale for classroom teachers

MASH	Multi-Agency Safeguarding Hub	Provides triage and multi-agency assessment of safeguarding concerns in respect of vulnerable children and adults. It brings together professionals from a range of agencies into an integrated multi-agency team.
MAT	Multi-Academy Trust	Where two or more academies are Governed by one Trust (the Members) and a board of Directors/Trustees (the Governors).
Mixed Ability	Mixed Ability	A teaching group in which children of all abilities are taught together.
MLD	Moderate Learning Difficulties	Pupils with MLD have attainment well below expected levels in all or most areas of the curriculum and will require extra assistance under SEN provision.
N		
NAHT	National Association of Head Teachers	A headteacher union.
NASUWT	National Association of Schoolmasters Union of Women Teachers	A Teaching Union
National Curriculum	National Curriculum (NC)	Established by the 1988 Education Reform Act to ensure that all pupils receive a broad and balanced education, which is relevant to their needs. The National Curriculum must be followed by all maintained schools. Academies are free to set their own curriculum provided it is 'broad and balanced'. Academies must teach the core subjects of English Maths and Science. Religious Education must also be taught in addition to Relationships and Health Education. Primary schools must follow the EYFS Profile for their Early Years Pupils. Academies may follow the National Curriculum if they wish to do so.
NEU	National Education Union	Replaced the National Union of Teachers (NUT)
NFF Maintained Schools	National Funding Formula <u>Maintained Schools</u>	The Department for Education (DfE) uses the national funding formula to work out a school's 'notional' core funding allocation, which it distributes to the local authority (LA). The LA then applies its own local funding formula, through which it allocates school's budgets. The government is in the process of moving to a different system, called the 'direct' NFF which will mean that maintained school's budget allocations will be decided directly by central government rather than through the LA's local funding formula. There has been no date set as yet for the transition date for direct NFF. Allocations are made to mainstream school on the financial year April to March.
NFF Academies	National Funding Formula <u>Academies</u>	Similar to maintained schools, the DfE work out the academy schools' notional core funding based on the local funding formula agreed by the Schools Forum of the LA. However the LA submit its local formula to the ESFA so that the ESFA can issue academies allocation statements. Funding allocations are paid directly to the Academy Trust or SAT based on the academic year (not the April – March financial year as is the case for maintained schools.)
NLE	National Leaders of Education	NLEs are successful Headteachers who work alongside other school leaders to drive forward improvements and build capacity to ensure that improvements can be sustained. The role of the NLE is to work outside their own school to increase the leadership capacity of other schools to help raise standards.

NLG	National Leaders of Governance	The National Governors Association were funded by the DfE to provide a support programme to be delivered by National Leaders of Governors selected by the NGA in November 2021. The programme offered support to those governing boards who faced challenges. The programme will end in October 2023 and it is not known if a replacement programme will be initiated by the DfE.
NFER	National Foundation for Educational Research	NFER is an educational research organisation which gathers evidence and research to inform educational policy and school services. The foundation provides paper-based end of year assessments for primary schools in England & Wales which primary schools may purchase if they wish.
NGA	National Governance Association	A national membership (subscription payable) organisation for school Governors.
Non-teaching (Support) staff	Non-teaching support staff	Members of the school staff employed to provide services in a school, such as teaching assistants, cleaners and office staff.
NOR	Number on Roll	Number of children enrolled at the school.
NPQs	National Professional Qualifications	NPQs are nationally available, voluntary qualifications that have been designed to support teachers and leaders in their professional development. Updated in the autumn of 2022, there are NPQ's in four specialist areas of teaching: Leading Teacher Development Leading teaching Leading behaviour and culture and Leading literacy There are 3 leadership NPQs: Senior Leadership Headship Executive Leadership Early Years Leadership
O		
OFQUAL	Office of the Qualifications and Examinations Register	The regulator of examinations and qualifications.
OFSTED	Office for Standards in Education, Children's Services and Skills	The body which inspects education and training for learners of all ages and inspects and regulates care for children and young people
Over-Subscribed	Over-Subscribed	Schools that has more applications from parents than places available. See Admissions. (Code of Practice).
P		
PAN	Published Admission Number	The number of children the LA (or Governing Board of a foundation, Aided school or Academy Trust) determines must be admitted to any one-year group in the school. In England and Wales, legislation sets out class size maxima for five to seven year olds (Years Reception, Year 1 and Year 2) which is currently 30 pupils per class with one teacher. This limit does not apply for the remaining years of primary Years 4-6 or for secondary education.
Parent Governors	Parent Governors	Each governing board must have two representatives from parents who will serve as a parent governor. In maintained schools this is prescribed by the School Governance Constitution Regulations 2012. In an academy, the model Articles of Association prescribe that either the Trust Board has two parent governor representatives or alternatively, their local governing boards must have two parent governor representatives.
Partnership Governors	Partnership Governors	Are appointed at foundation schools where the school has no foundation Board.
PEP	Personal Education Plan	A specific plan put in place for a looked after child.

Peripatetic Teacher	Peripatetic Teacher	A teacher who teaches in a number of schools to give specialist instruction. (eg to teach a child how to play a particular musical instrument)
PFI	Private Finance Initiative	Private Finance Initiative is a way of funding public building through leasing arrangements with private firms. Private firms design, build and often manage new building programmes. The building is leased back to the public body (eg the school), usually over a period of 20-30 years.
PGCE	Post Graduate Certificate of Education	One of the routes into teaching. A PGCE can be studied full-time or part-time following the completion of a degree.
PI/KPI	Performance Indicators/Key Performance Indicators	Used to evaluate the success of a school or of a particular activity in which it engages.
PPA	Planning, Preparation and Assessment	The National Agreement on Workforce Reform sets out a guarantee of 10% of timetable time, each week to be given to teachers for these tasks.
PRP	Performance Related Pay	Schools following the School Teachers Pay and Conditions Document (STPCD) must now ensure teachers' pay is linked to their performance. Maintained schools must follow the STPCD but Academies may choose to follow their own but must follow the STPCD.
PRU	Pupil Referral Unit	A maintained alternative provision facility for pupils unable to attend a mainstream school or special school
PSHE	Personal, Social and Health Education.	One of the subjects recommended to be taught in the National Curriculum
PSP	Pastoral Support Programme	For pupils at serious risk of permanent exclusion.
PTA	Parent Teacher Association	An organisation with a mission to make the school a better place for children to learn. A PTA brings together parents, teachers and children to raise funds and strengthen the school community. Money raised is usually spent on things that the school budget does not cover.
PTA UK	Parent Teacher Association UK	National membership organisation for parent teacher associations – formerly NCPTA.
Pupil Premium D	Pupil Premium	Pupil premium is extra money for schools to help disadvantaged pupils of all abilities achieve their full potential. The amount received by schools is decided by how many disadvantaged pupils they have. Funding is determined by the number of pupils who are recorded as eligible for free schools meals or have been recorded as eligible in the past 6 years (Ever 6 children) or children or families who have no recourse to public funds (NRPF). Additional children looked after by local authorities and those previously looked after by a local authority are eligible for pupil premium. Children whose parents are in the Armed Forces also qualify for pupil premium payments.
Pupil Profile	Pupil Profile	Broad evaluation of a pupil's personality, interests and capabilities – this forms part of the pupil's Record of Achievement
Q		
QTS	Qualified Teacher Status	Qualified Teacher Status (QTS) is a legal requirement to teach in many English schools and is considered desirable for teachers in the majority of schools in England. In maintained schools, QTS is mandatory whereas in Academies there is no legal requirement for a teacher to have QTS although most do require it.
Quorum	Quorum	The minimum number of members present at a meeting before decisions can be made

R		
Resolution	Resolution	A formal decision which has been proposed, seconded and agreed – not necessarily by a vote – at a meeting.
RSE	Relationships and Sex/Health Education	This is a National Curriculum mandatory subject
S		
SACRE	Standing Advisory Council on Religious Education	Standing Advisory Council on Religious Education – local statutory body which advises on religious education and collective worship.
SATs	Standard Assessment Tests	Used for mandatory National Curriculum Assessment in Year 6
Scheme of Delegation	Scheme of Delegation	Normally associated with Academies where Trust Boards create committees of local governance. The Scheme of Delegation details delegated powers which governance at local level can undertake.
School Census	School Census	A statutory return which takes place during the autumn, spring and summer terms. Maintained schools and academies must take part in the census.
Schools Forum	Schools Forum	A Schools Forum has been established in each LA area to advise on the allocation of the funding for schools – the majority of places on this body should be filled by governors and headteacher/principals, preferably in equal numbers.
SDP or SIP	School Development Plan or School Improvement Plan	A projection of what a school hopes to achieve within a prescribed time limit. This document is prepared by Senior Leaders and should be approved by the Governing Board at the start of every academic year.
SEF	Self Evaluation Form	<p>A form completed by senior leaders to reflect on the school's provision and impact. This includes making future targets and plans, highlighting any strengths and successes and identifying areas for improvement/development. The SEF should be an honest account of what the school has done, what impact this has had and what they will be doing next.</p> <p>This document is used by Ofsted inspectors to help identify where the school might need to focus their efforts.</p>
Secondment	Secondment	The release of staff on a temporary basis for work elsewhere.
SEND	Special Educational Needs and Disabilities	Children with Special Educational Needs for which special educational provision has to be made.
SENCO	Special Educational Needs Co-ordinator	The teacher responsible for co-ordinating SEND provision in school.
SENDIST	Special Educational Needs and Disability Tribunal	The tribunal considers parents' appeals against the decisions of the Education Authority about children's special educational needs where parents cannot reach agreement with the Authority. It also deals with claims of disability discrimination in relation to children at school.
SLT	Senior Leadership Team	Normally the Headteacher/Deputy/Assistant Headteachers and other senior members of staff
SFVS (Maintained schools only)	Schools Financial Value Standard (Maintained Schools)	A means for the Governing Board to assess its financial processes, capabilities and skills. It is a mandatory return which maintained schools need to complete every year normally by the end of March.
SRMSA Academies only	School Resource Management Self Assessment (Academies)	Academy Trusts must complete the self-assessment checklist which is updated annually. It helps the government to understand if academy resources are managed effectively. It is submitted to the ESFA on an annual basis.

Schools Information and Management System (MIS)	Schools Information and Management System	A framework of software to assist schools in managing information on pupils, staff and resources. (Popular systems are SIMs/Arbor)
SCR	Single Central Record	All schools must have a SCR which records pre-employment checks and DBS outcomes together with other relevant details to ensure safer recruitment is carried out effectively by the school. An important document which Ofsted Inspector's will ask to see on an inspection
SPAG	Spelling Punctuation and Grammar	Lessons taught in KS1 and KS2 and which is tested as part of SATs in Year 6
Special School	Special School	Schools that make provision for pupils with an Educational Health Care Plan whose needs cannot be fully met from within mainstream provision.
Specialist Resource Provision	Specialist Resource Provision	A unit attached to a mainstream school to cater for children with specific special needs.
STEM	Science Technology Engineering and Maths	STEM moves beyond simple test performance and focuses on developing higher level thinking skills by connecting classroom learning to the real world. Courses are generally outside the normal school timetable.
STPCD	School Teachers' Pay and Conditions Document	The document contains statutory provisions on teachers' pay which are binding in all local authority maintained schools. Academies may set their own pay conditions but most follow the STPCD. The document also contains statutory guidance to which governing bodies and head teachers must 'have regard' when taking decisions about teacher pay and progression..
STRB	School Teachers' Review Board	Makes recommendations to the Secretary of State on teachers' pay
Streaming	Streaming	A system of organising pupils into classes according to their ability across a range of subjects.
T		
TA	Teaching Assistant	Supports teachers in the classroom. A member of school support staff.
TAC	Team Around the Child	A Team Around the Child (TAC) meeting is an opportunity for parents, carers, children and practitioners to meet up, share information and to decide and plan for the best way forward for the child. in the next few months. TAC meetings are generally for children with special educational needs and disabilities.
TAF	Team Around the Family	Meetings that take place with school leaders and any outside agencies working with a family.
TRA	Teaching Regulation Agency	TRA is the regulation body for the teaching profession, including misconduct hearings and the maintenance of the database of qualified teachers.
Teaching School Hubs	Teaching School Hubs	The teaching school hub programme has created a network of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country
ToR	Terms of Reference	Terms of reference set out the delegated powers and responsibilities of committees and individual governors.
TLR	Teaching and Learning Responsibility	Classroom teachers who take on extra responsibility could be awarded a TLR payment if they meet certain criteria.
Trust Deed	Trust Deed	The deed by which a voluntary aided or a voluntary controlled school has been established.
Trust Schools	Trust Schools	Foundation schools with a foundation body established under the Education and Inspections Act 2006 – the foundation board may appoint either a minority or a majority of the Governing Board.

U		
UPN	Unique Pupil Number	A number which is allocated to a pupil when they start in their reception year, or in some cases earlier, and will remain with the pupil throughout their school career regardless of any change in school or local authority.
URN	Unique Reference Number	A unique number given to all schools.
UNISON	Unison	The Union of Public Employees
UPS	Upper Pay Scale	Range from UPS1-UPS3. Once placed on UPS a teacher's increment is based on performance and agreed by governors on the recommendation of the Headteacher.
V		
VA	Value Added	The progress pupils make relative to their individual starting points – rather than looking at raw results VA also takes into account the prior attainment, thus enabling a judgement to be made about the effect of the school on pupils' current attainment
Virtual Headteacher	Virtual Headteachers	The Virtual Head is the lead responsible officer for ensuring that arrangements are in place to improve the educational experiences and outcomes of the Local Authority's looked-after children, including those placed out-of-authority.
Vertical Grouping	Vertical Grouping	Classes formed (in primary schools) with children of different age groups
Virement	Virement	The agreed transfer of money from the budget heading to which it has been allocated to another budget heading.
VA	Voluntary Aided	A school set up and owned by a voluntary body, usually a church body, largely financed by the LA. The governing body employs the staff and controls pupil admissions and religious education. The school's buildings and land (apart from playing fields) will normally be owned by the charitable foundation.
VC	Voluntary Controlled	Usually a denominational school wholly maintained by the LA but with certain residual rights regarding religious worship
W		
Work Experience	Work Experience	A planned programme as part of careers education, which enables pupils in school time to sample experience of a working environment of their choice.
Y		
Young Carer	Young Carer	A young carer is anyone under 18 years of age who helps to look after a family member who is disabled, physically or mentally ill or has a substance misuse problem.