

**SEND Glossary – A parent’s guide to language and terms used in
Special Educational Needs and Disability**

AAC	Augmentative and Alternative Communication	The term AAC covers a huge range of techniques which support or replace spoken communication. These include gesture, signing, symbols, word boards, communication boards and books, as well as Voice Output Communication Aids (VOCAs)
Academy		An academy is a mainstream school which receives funding directly from the Government and is Independent from direct control by the Local Authority. The majority of academies are secondary schools, but some primary schools also have academy status
Annual Review		The review of an Education, Health & Care Plan. This must be completed within 12 months of making the Plan and then on an annual basis thereafter. An interim review will be held every 6 months for children in Early Years
ASC	Adult Social Care	
AWO	Attendance and Welfare Officer	Employed by the Local Authority to make sure that children are getting the education they need. They detail with School attendance
AWS	Attendance and Welfare Service	This service works closely with schools, pupils and parents in promoting regular school attendance and helping to resolve difficulties that may lead to a child not attending school regularly.
CAMHS	Child and Adolescent Mental Health Service	
CC	Continuing Care (Child Health)	
CCG	Clinical Commissioning Group (Health)	
CDC	Council for Disabled Children	
C&F ACT 2014	Children and Families Act 2014	The Children and Families Act 2014 aims to improve how different agencies and services work together and create a more joined-up approach to the statutory assessment process for children and young people with the most complex needs. The ACT also sets out to improve information about services for children and young people with SEN and their families through the Local Offer
CHC	Continuing Healthcare (Adult Health)	
CIN	Child(ren) In Need	

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Cognitive Ability		Thinking and reasoning abilities. A term often used by psychologists instead of intelligence
Comprehension		Understanding of spoken or written material or practical situations
COP	SEND Code of Practice	A guide to schools and local education authorities about the help to be given to children with Special Educational Needs. Schools and Local Authorities must have regard to the Code when working with a child with Special Educational Needs and Disabilities
CSC	Children’s Social Care	
CYP	Children and Young People	
DfE	Department of Education	Central government department responsible for education
Developmental Delay		A delay in reaching the normal stages of development, for example sitting or talking
Differentiated Curriculum		Children make progress at different rates and have different ways in which they learn best. Teachers take account of this when planning their lessons, organising the classroom and choosing books and materials. They are then able to choose from the range of available approaches and resources to make a selection which best fits the learning styles of a particular child or group of children. This is what is meant by a differentiated curriculum
Disability Champions		Promote equality for disabled people in the work place
DoH	Department of Health	
DMO	Designated Medical Officer	
DP	Direct Payments	
Expressive Language		How a child or young person expresses ideas, thoughts and feelings through speech
Fine Motor Skills		Small movements of the body for example, using fingers to pick up small items, holding a pencil or doing up zips and buttons
Education, Health & Care Assessment		A single, integrated assessment which replaces the current assessment process. The assessment process should be carried out in a ‘timely’ manner and it should not take longer than 20 weeks to issue an EHC Plan

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EHC/EHCP	Education, Health & Care Plan	An EHC Plan is a legal document describing a young person’s needs, the provision to meet those needs and the most suitable educational placement. Government has stated that the Plan must be person centred, focusing on the needs and aspirations of the child. EHC Plans continue into further education and training, and for some young people up to the age of 25. If a child/young person has a health of social care need only, they will not get an Education, Health & Care Plan unless these needs impact on their education
EA 2010	Equality Act 2010	The Equality Act 2010 legally protects people from discrimination in school, the workplace, and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it’s unlawful to treat someone
EP	Educational Psychologist	Educational Psychologists assess how children develop and learn
EPS	Educational Psychology Service	This service supports schools, parents and the Local Authority in meeting the learning needs of all pupils, but particularly those who have special educational needs
EY	Early Years	
FTT	First Tier Tribunal	An Independent body that hears appeals lodged by parents/carers and young people against SEN decisions made by the Local Authority. The tribunal also hears claims of unlawful discrimination in admissions exclusions and education and associated services
Gait		The way in which a child walks
Global Delay		A general delay in acquiring normal development milestones
Governors		A school’s governing body that oversees the workings of the school. In includes an SEN Governor and a Parent Governor
GP	General Practitioners	
Gross Motor Skills		Whole body actions for example, playing games, swimming or riding a bicycle
Hearing Impairment		A degree of hearing loss

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Hyperactivity		Difficulty in concentrating or sitting still for any length of time. Restless, fidgety behaviour, also a child may have sleeping difficulties
IASS	Information Advice and Support Service	Have a duty to provide information, advice and support to disabled children and young people, and those with SEN and their parents. They are statutory services which means there has to be one in every Local Authority
InCo	Area Inclusion Co-Ordinator (Early Years Setting)	
IPSEA	Independent and Parental Special Education Advice Service	
Learning Difficulties		Children will have levels of educational abilities which are significantly lower than children of a similar age. Basic reading and number skills are well below average
Literacy Skills		Reading, writing and spelling ability
LA	Local Authority	The Local Authority is responsible for providing education and for making education, health and care assessments and maintaining Education, Health & Care Plans
LAC	Looked After Children	
LD	Learning Disability	
LDA	Learning Difficulty Assessments	
Local Offer		Local Authorities will be required to publish a “Local Offer”. A Local Offer is intended to provide information about provision it expects to be available to children with SEN and Disabilities in their area both in and outside of a school
LSA and TA	Learning Support Assistance and Teaching Assistant/Classroom Assistant	Non-Teaching support staff who work with children with Special Educational Needs in the classroom
Named Officer		The Local Authority casework officer who liaises with parents and co-ordinates an Education, Health and Care Assessment and final plan
Makaton		Makaton is a language programme designed to provide a means of communication to children and young people who cannot communicate efficiently by speaking
Mainstream School		A primary or secondary school which is non specialist

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MDT	Multi-Disciplinary Team	
Mediation		Mediation is a way of sorting out a disagreement in a safe and friendly environment. It can help you rebuild trust and working relationships, and can deal with problems you were not aware of. Mediation uses a neutral person (the mediator) who is experienced at helping people who disagree to come to an agreement. The mediation service is completely neutral and independent of schools and the Local Authority
Modified Curriculum		Changing the curriculum in some way to meet a child or young person’s individual needs. Examples include increasing/decreasing the difficulty level, length, or pace, alternating easy and difficult tasks, teaching the skill within daily routines, using materials that are interesting to the child or young person etc.
My Plan		A document which sets out a child or young person’s areas of need and the targeted support they require. The plan will be monitored to make sure progress is being made
My Story		A child or young person’s report to an Education, Health & Care Needs Assessment. This report can be completed by the child or young person independently or with support from an adult
NHS	National Health Service	
Non-Verbal Skills		Skills which do not require spoken or written language but use other ways to communicate, e.g. gesture, facial expressions
OFSTED	Office for Standards in Education	Inspection team that visit and inspect schools and Local Authorities
OT	Occupational Therapist	Assess how to maximise and maintain individual independence in everyday living skills. They can advise on aids, equipment or home/school adaptations
Our Story		The family report or story for an Education, Health & Care Needs Assessment. This report can be completed by the family independently or with support

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PECS	Picture Exchange Communication System	The Picture Exchange Communication System, also known as PECS is a form of alternative and augmentative communication in which a child is taught to communicate with an adult by giving them a card with a picture on it. PECS is based on the idea that children who can’t talk or write can be taught to communicate using pictures
Personal Budget		All families whose child has an EHC Plan will have a right to request a personal budget. The personal budget will allow young people or parents to buy support identified in the plan directly, rather than relying on the Local Authority. Parents or young people will be given a choice of whether they want to take control of the personal budget by an agency managing the funds on their behalf or by receiving direct payments, where they can purchase and manage the provision themselves. Under current proposals, only where an Education, Health and Care Plan is in place will a parent or young person be able to have a personal budget. A personal budget can be requested by a parent or young person over 16 once the Local Authority has agreed it will issue an Education, Health and Care Plan or during the Annual Review process
PHB	Personal Health Budgets	
RAG	Red, Amber, Green	Red, Amber, Green – colour codes for status of project workstreams/strands of activity. Red usually refers to action needs to be taken due to serious issue/service gap; Amber significant issue/problem present but under control/plan in place to address; Green minor/no issues
Receptive Language		The ability to understand what is being said
Resources		The type of facilities and support available in schools