

Glossary 2009

Accommodated

Child looked after the Local Authority by agreement with the parent. The importance is that the Local Authority does not acquire parental responsibility

ADD

Attention Deficit Disorder

ADHD

Attention Deficit Hyperactivity Disorder

Admission limit

The maximum number of pupils it is intended to admit into any year of a school

Admission number

The number of pupils that must be admitted into the year of entry if demand requires

AEN

Additional Educational Needs

Agreed syllabus

The syllabus of religious education, agreed between the Religious Bodies, the LEA and Teachers' Representatives for use in schools

Aided schools

Schools set up and owned by a voluntary body, usually a church body. The governing body employs staff, and controls pupil admissions and religious education

AIM

Attendance Improvement and Monitoring

AIO

Attendance Improvement Officer. A professional employed by the LEA to help parents and LEAs meet their statutory duty in relation to school attendance.

AMB

Area Management Board

Annual Review

Review of statement by LEA that must occur at least annually.

APA - Annual Performance Assessment

This assessment is carried out by the Commission for Social Care Inspection (CSCI) and the Office for Standards in Education (Ofsted) under the new joint inspection framework. Ratings will be made on the overall contribution services make to the five Every Child Matters outcomes. The ratings form part of the Council's overall Corporate Performance Assessment (CPA).

Appeals

The Education Acts give parents rights of appeal against certain decisions relating to admission to schools, special educational provision and permanent exclusion from school.

AQA

Assessment and Qualifications Alliance - the largest examining board in the UK.

Archway

Archway offers support to young people and single parents aged 16- 25, living in or around the Harehills and Chapeltown areas of Leeds. They work with those who are in need of housing and support to live independently

Area Governors' meetings

Meets for governors on an area basis (5 in Leeds). Once a term governors met to discuss issues in their own area.

Articled teacher

An unqualified person working as a teacher in a school under the guidance of an experienced member of staff who acts as his/ her mentor.

ASD

Autistic Spectrum Disorder

AST

Attendance Strategy Team. AIO's work within this team name.

Attainment target

The knowledge, skills and understanding which pupils of different abilities and ages are expected to have by the end of each National Curriculum Key Stage.

BAS

Behaviour and Attendance Service

Beacon Status

Beacon status is a government scheme to provide public recognition of the excellence and innovation which exist within the learning and skills sector. The

award celebrates learning providers that deliver outstanding teaching and learning, are well led and managed. In Leeds early years' services have this status. The status is held for three years.

BESD

Behavioural, Emotional, and Social Difficulties

BEST

Behaviour and Education Support Team

Bichard report

The Bichard Inquiry was set up by the Home Secretary following the conviction of Ian Huntley for the murders of Holly Wells and Jessica Chapman in Soham, Cambridgeshire. It examined the effectiveness of intelligence-based record keeping, vetting practices and information sharing with other agencies. The report made recommendations that are relevant for police, social services, education establishments, vetting departments and the Government to protect children and the vulnerable nationally.

BIP

Behaviour Improvement Plan

Breeze

Breeze is a Leeds City Council programme of events for children and young people. It also provides information on things to do and places to go for children and young people.

BSF - Building Schools for the Future

Building Schools for the Future is a government investment programme to improve school buildings for over 50 years. The aim is to rebuild or renew every secondary school in England over a 10-15 year period.

BSP

Behaviour Support Plan

BSW

Behaviour Support Worker

CAF - Common Assessment Framework

The Common Assessment Framework is a new standardised approach for agencies to conduct an early assessment of a child or young person. It will identify their needs and develop a personal solution or plan.

CAMHS - Child and Adolescent Mental Health Service

Child and adolescent mental health services in Leeds refers to the specialist NHS services that provide emotional and mental health care to children and young people.

Care Order

An order of the court placing a child in the care of the Authority.

Child Information Sharing Index

The Child Information Sharing Index is a national tool being developed by the government to improve and standardise the sharing of information about children and young people between organisations and across locations.

Children Act 2004

The Children Act 00 provides the legal underpinning for the Every Child Matters agenda. The act is supported by a series of documents which provide guidance under the act, to support local authorities and their partners in implementing new statutory duties. More information can be found at www.everychildmatters.gov.uk

Children and Families Service Directory

Local authorities were asked by Government to develop a service directory providing comprehensive information on local providers, eligibility criteria, geographical location and referral procedures. They were also required to develop procedures for keeping this service directory up-to-date and for ensuring that professionals working with children and young people have access - providing this information to the public where possible.

Children Leeds

Children Leeds is part of the Leeds Initiative family. It is a partnership of organisations that work with children, young people and families. It works with Leeds City Council to take the lead in delivering the Every Child Matters agenda.

Children's Centre

These provide a one stop resource for young families, offering help and advice on everything from childcare to getting back to work.

Children's Society

The Children's Society is a well established national charity working with and for children and young people to help them deal with life's harshest challenges.

Children's trust

Children's trusts bring together all services for children and young people in an area, underpinned by the Children Act 00 duty to cooperate and to focus on improving outcomes for all children and young people. They were developed partly as a response to the inquiry into the death of Victoria Climbié. Trusts will be multi-agency and through joint planning and commissioning, underpinned by pooled resources, will ensure that those best able to provide the right package of service can do so.

CHIVA - Children in Vulnerable Accommodation

CHIVA is a multi-agency project in Leeds working with children in vulnerable situations. These include those living in homeless accommodation, traveller, asylum, refugee and runaway children and young people.

Choosing Health

This is a Government health agenda that outlines key principles for supporting the public to make healthier and more informed choices to their health. The aim is to provide information and practical support to get people motivated and improve emotional wellbeing and access to services so that healthy choices are easier to make.

CLC

City Learning Centre

CME

Child Missing Education

Code of Practice

Guidance for LEA and schools on how to identify, assess, provide for children with special educational needs.

Community school

School set up and funded by an LEA

Contact Point

There will be a basic online directory that will hold information on all children under 18 in England and its use will improve the way information about children is shared between services.

CP

Child Protection

CRB - Criminal Records Bureau

An organisation created to protect children and vulnerable adults from abuse by identifying unsuitable employees and volunteers working with these vulnerable groups. CRB provides a Disclosure service for employers and organisations employing volunteers.

CSCI - The Commission for Social Care Inspection

The Commission for Social Care Inspection registers, inspects and reports on social care services in England.

CYPSP - Children and Young People's Strategic Partnership

Now known as Children Leeds, see above.

CYPSC

Children and Young People's Social Care

DAHIT

Deaf and Hearing Impaired Team

DCS - Director of Children's Services

The Children Act 00 required Leeds City Council to appoint a Director of Children's Services (DCS). They are accountable for the delivery of authorities' education and social services functions for children and young people, and any health functions delegated to the authority by an NHS body. The DCS will have a key role in driving wider partnership working to integrate and transform services.

DCSF – Department for Children, Schools and Families

Formerly DfES, Department for Education and Skills and prior to that the DfEE - Department for Education and Employment. The government department responsible for the Every Child Matters Agenda.

EAL

English as an Additional Language

EBP

Education Business Partnership

ECM

Every Child Matters

Education Leeds

Education Leeds is a not-for-profit company, wholly owned by Leeds City Council. It is responsible for providing all education support services that relate to children and young people of statutory school age in Leeds.

EHE

Elective Home Education

EMA

Ethnic Minority Achievement

EOTAS

Education other than at school

Exclusions

Headteachers may exclude pupils from school for serious breaches of discipline. Exclusions may be for a fixed period or permanent.

Five Outcomes

Detailed in the Every Child matters: Change for children are as follows -

- 1) Be healthy
- 2) Stay safe
- 3) Enjoy and achieve
- 4) Make a positive contribution
- 5) Achieve economic well-being

Foundation School

A former Grant Maintained School now funded by an LEA

FSM

Free School Meals

GCE 'A' Level

General certificate of Education Advanced level - usually taken post 16

GCE 'AS' Level

General certificate of Education Advanced Supplementary level - usually a 1 year course and is equivalent to half an 'A' level course.

GCSE

General Certificate of Secondary Education - usually taken at the end of Key Stage 4 (age 16).

GNVQ

General National Vocational Qualification.

Home-start

Home-start is an established national charity offering practical support to families. It also offers a scheme where parents support other parents.

Home Tuition

Tuition for pupils at home arranged by the Local Authority in special circumstances

IBP

Individual Behaviour Plan

IEP

Individual Education Plan, a programme of learning objectives and targets.

ILP - Individual Learning Plans

Individual Learning Plans are part of the move towards personalised learning. A plan is developed with support from all the relevant stakeholders to understand and act on the needs of a young person. This process

gives the young person a chance to shape the plan themselves.

Inclusion Chartermark

The Inclusion Chartermark review process has been developed by Education Leeds to help schools become fully inclusive in policies and practices. A chartermark school is one that meets the needs of all pupils.

Investors in Pupils

Investors in Pupils is a national scheme for pupils to recognise the people who support them in their learning and development. It is supported locally by the Leeds Training and Enterprise Council.

IPS

Independent Parent Supporter a trained volunteer who can support / advocate for parents at meetings and tribunals, they can also help with form filling and advice.

ISAR

Inclusion and SEN Action Record - each child which is identified as having special educational needs has his/ her needs recorded using this system.

ISEN

Inclusion and Special Educational Needs

IYSS

Integrated Youth Support Service

Kerbcraft

Kerbcraft is a pilot government scheme to improve child pedestrian training. The project is part of the Government's Road Safety Strategy. Selected local authorities, including Leeds, provide local training schemes with the aim of developing future long-term schemes. A priority is being given to children in more deprived areas and those with higher accident rates.

KS

Key Stages

LAAs - Local Area Agreements

LAAs set out the priorities for a local area agreed between central government and a local area (the local authority and Local Strategic Partnership) and other key partners at the local level. LAAs simplify some central funding, help join up public services more effectively and allow greater flexibility for local solutions to local circumstances. Through these means, LAAs are helping to devolve decision making.

LAC

Looked after children

LEA

Local Education Authority

LEA maintained school

School for which an LEA has financial and administrative responsibility

Lead Member and Lead Executive Member for children's services

Under the Children Act 2004 Leeds is required to designate a Lead Member for children's services. In Leeds this is known as the Lead Executive Member. They provide political leadership on children's services within the authority and will have responsibility for the same set of functions as the Director of Children's Services. The lead member will have a particular focus on safeguarding children. Leeds has also appointed a Lead Executive Support Member for Children.

Lead Professionals

These will act as a single point of contact that children, young people and their families can trust, and who are able to support them in making choices and in navigating their way through the system. They ensure that children and families get appropriate interventions when needed, which are well planned, regularly reviewed and effectively delivered. Their purpose is to reduce overlap and inconsistency from other practitioners.

Leeds Children's Fund

The Leeds Children's Fund has government funding to support children and young people between the ages of 5 and 17 who are identified as being at risk of social exclusion. It is an inter-agency partnership organisation involving voluntary, community, faith and statutory agencies.

Leeds Healthy Futures Strategy

A detailed health plan for children, young people and families.

Leeds Healthy Schools

Education Leeds has developed the Leeds Healthy Schools programme to support schools in approaching health and wellbeing. It includes tools to help the school consult with the community and encourage participation in healthier lifestyles. It makes explicit links between the curriculum, mental health, physical health and the learning environment.

Leeds Initiative

Leeds Initiative is the local strategic partnership founded in 1990. It brings together the public, private, community and voluntary sectors to work together to achieve success and encourage improvement. Leeds Initiative's strategic plan known as the Vision for Leeds. There are a number of different strands to the

Leeds Initiative partnership. Children Leeds is one of these and part of the Leeds Initiative family.

Leeds Play Network

Leeds Play Network is a registered charity and company limited by guarantee. It is made up of both voluntary and paid workers and managed by a voluntary committee. It aims to increase people's awareness of the importance of play. It is implementing the Leeds Play Policy.

Leeds VOICE

Leeds VOICE is an umbrella organisation working with voluntary, community and faith groups. They are a partner in Children Leeds.

LLN

Leeds Learning Network

LM

Learning Mentor

LSA

Learning Support Assistant

LSCB - Local Safeguarding Children Board

These replace non-statutory Area Child Protection Committees. They will be required to co-ordinate and ensure the effectiveness of local arrangements and services to safeguard and promote the welfare of children. The Children Act 2004 requires that all local authorities establish them by April 006. The Children Act 2004 prescribes a broad list of core agencies that must, by law, be represented on the Board.

LSC - Learning and Skills Council

The Learning and Skills Council is a government organisation aiming to improve the skills of England's young people and adults. It is responsible for planning and funding high-quality vocational education and training for everyone.

LSP - Local Strategic Partnership

A Local Strategic Partnership (LSP) is a single, multiagency body that works within local authority boundaries and aims to bring together at a local level the different parts of the public, private, community, voluntary and faith sectors. Leeds Initiative is the Leeds Local Strategic Partnership.

LSU

Learning Support Unit

Making Leeds Better

A strategic services programme to improve health and social care in Leeds through a partnership of the key organisations.

Maintained school

Any county of voluntary school maintained by the Authority including any maintained special school not established in a hospital.

Max Card

The MAX Card is a scheme that allows children in care, their carers and other family members free entry to museums and galleries across the region. Seven local authorities are involved in the scheme and Leeds is one of them.

Mislocated Children

Children of compulsory school age whose whereabouts become unknown. Usually the term refers to missing families with children of school age.

MLD

Moderate Learning Difficulties

MSI

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

Narrowing the Gap Executive

The Narrowing the Gap Executive is responsible for making sure the 'narrowing the gap' aim of the Vision for Leeds is integrated into the work of all other strategy groups of the Leeds Initiative, including Children Leeds.

NASEN

National Association for Special Educational Needs

NC

National Curriculum

NCLB - No Child Left Behind

The aim of the NCLB is for all young people to be on roll of mainstream schools and educated within their local communities, and to discourage the use of permanent exclusion as a strategy for behaviour management in Leeds schools.

Non-Contact days

Five days a year on which pupils do not attend school. Teachers use these days for training and report writing etc.

Non-Contact time

Non teaching time when teachers prepare lesson plans etc.

Note in lieu

A note in lieu may be issued to the child's parents and school when, following a statutory assessment the LEA decides not to make a statement. The note should describe the child's special educational needs and explain why the LEA does not think it necessary to make a statement.

NQT

Newly Qualified Teacher

Number on roll

This number is a head count of full-time and part-time pupils excluding nursery units

NSF - National Service Framework for Children, Young People and Maternity Services

The Children's NSF sets national standards for children's health and social services, and the interface of those services with education. The standards are set by government through the Department of Health.

Ofsted - Office for Standards in Education

Ofsted is the inspectorate for children and learners in England. Inspection and regulation now covers childcare, schools, colleges, children's services, teacher training and youth work.

One-stop centres

Leeds one-stop centres are council-run services in local areas. They contain different services tailored to individual communities.

Open enrolment

All schools must admit pupils up to their admission number which is calculated according to the capacity of the school buildings

Out of Area Pupils

Pupils being taught in a school maintained by one Authority whilst living in another Authority's area

Parent

Any person who has custody of a child or young person.

Parental Responsibility

All the rights, duties, powers, responsibilities and authority which by law the parent of a child has.

PAS

Psychology and Assessment Service

PESSCL - Physical education, school sports and club links

This is a national and local project to improve access to sport and recreational opportunities through schools and local sports facilities.

PIVATS

Performance Indicators for Value Added Target Setting

PSP

Pastoral Support Programme

PTA

Parent Teacher Association

Pupil Referral Service

Advise on and educate pupils with behavioural problems and pupils who have been excluded from school.

QCA

Qualifications and Curriculum Authority

ROAR - Reach Out and Reconnect

Reach Out and Reconnect is a network of young people that Children Leeds and other organisations work with to help develop services, projects and policy. This wide group of interested young people is accessed through The Project.

REC

Race Equality Council

SATs

Standard Assessment Tasks

School Action

When a school identifies a child has a learning difficulty and provides additional support and strategies to meet that child's needs. An IEP is usually written.

School Action Plus

When a school identifies a child has a learning difficulty and advice or support is provided by outside specialists.

SEAL - Social Emotional Aspects of Learning

SEAL is a national approach from the DFES programme offering a whole-curriculum framework for teaching social, emotional and behavioural skills to all primary aged children.

SEBS - Social Emotional Behaviour Skills

SEBS is specific support offered as part of the No Child Left Behind agenda led by Education Leeds.

SEN

Special Educational Needs: Children have special educational needs if they have a learning difficulty that calls for specialist educational provision to be made for them.

SEN Mediation

Independent service to resolve disputes between parents, schools, LEA.

SEN Tribunal

An independent body, which determines appeals by parents against LEA decisions on assessments and statements

SENCO

Special educational needs co-ordinator. A member of staff in a school or an early years setting who co-ordinates special educational needs provision.

SENISS

Special Educational Needs and Inclusion Support Service

SENSS

Special Educational Needs Support Service (incorporated into the above SENISS team)

Signpost family support project

This project, in Beeston and East Leeds, works with young people at risk of engaging in anti-social behaviour.

SILC

Specialist Inclusive Learning Centre

SLD

Severe Learning Difficulty

SLE/ SLA

Service Level Entitlement/ Service Level Agreement

SpLD

Specific Learning Difficulty

Special Measures

A school may be identified as a failing school by an Ofstead Inspection. Special measures will be required to be carried out to put the school on course to reach acceptable standards. The governing body is involved in this process.

Statement of SEN

A legal document stating the specialist educational provision necessary to meet the child's needs.

Statutory Assessment

If a significant cause for concern has been raised, a request for a statutory assessment may be made by the parent or the school to the LEA - an assessment of the child's attainment in order to provide, if necessary, specialist educational provision.

Statutory Functions

Functions conferred or imposed by a statutory instrument (law).

Stephen Lawrence Award

The Stephen Lawrence Education Standard and Award is a toolkit for a whole-school approach to embedding race equality in the vision, ethos, culture and practice of schools and early years settings. It was devised in collaboration with the black and ethnic-minority community.

STEPS - Steps To Excellence for Personal Success

STEPS is a self-development programme devised by the Pacific Institute in America. Education Leeds is using it with parents and the wider community as a way to raise peoples' aspirations for themselves, their families and communities.

TA

Teaching Assistant

The Hub

Local authorities were asked by Government to develop a service directory providing comprehensive information on local providers, eligibility criteria, geographical location and referral procedures. They were also required to develop procedures for keeping this service directory up-to-date and for ensuring that professionals working with children and young people have access - providing this information to the public where possible.

The Project

The Project is the participation team of the West Yorkshire Youth Association. They are based in Chapeltown.

Turning the Tables (Healthy School Meals)

Turning the tables is a government report and strategy into improving school meals, nutrition and healthy eating.

UPN

Unique Pupil Reference Number

Vision for Leeds

Vision for Leeds is the long-term strategic plan for ongoing economic, cultural and environmental development of the city. The plan covers the period 2004 to 2020 and is coordinated by the local strategic partnership, the Leeds Initiative.

VIT

Visually Impaired Team

Voluntary aided school

A school set up and owned by a voluntary body, usually a church body, largely financed through an LEA. The governing body employ the staff, and control pupil admissions and religious education.

Voluntary controlled School

A school set up by a voluntary body, usually a church body (generally Church of England). Totally funded through an LEA. The LEA employs the staff.

West Leeds project

The West Leeds project is part of the city-wide change for children programme. A number of closely linked projects are being developed to change the working practices, IT and culture across agencies. Findings will help inform the wider change for children programme in Leeds. More information can be found on www.childrenleeds.org.uk

YOT

Youth Offending Team

Youth Council

Leeds Youth Council (LYC) is a representative body of young people aged 11-19, elected annually from high schools and colleges across Leeds. Their work is focused around the Every Child Matters outcomes. It has a manifesto for change.

Youth Matters

Youth Matters is the 005 Youth Green Paper. With over 19,000 responses from young people, this is one of the largest responses to a Government consultation from any one group. The Government response, Youth Matters: Next Steps was published on 8 March 2006 and sets out the vision for empowering young people, giving them somewhere to go, something to do and someone to talk to.