

## Bracknell Forest's Local Directory & Local Offer Jargon Buster

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.
Advocacy		Representation provided on behalf of an individual that needs help expressing their views and wishes.
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. An interim review will be held every six months for children in early years.
ASC		Adult Social Care
ASD or ASC	Autism Spectrum Disorder or Autism Spectrum Condition	Autism Spectrum Disorder / Condition is a developmental disability that affects how a person communicates with, and relates to other people. It also affects how they make sense of the world around them.
CAMHS		Child and Adolescent Mental Health Service
CDC	Child Development Centre	The Margaret Wells-Furby CDC support local children aged 0 to 5 who have moderate to severe and complex special educational needs. We work alongside their families to make sure the children get the support they need as early as possible. We offer all kinds of services – including specialist groups and home learning, as well as advice and training for professionals in preschools and Foundation Stage classes.
CAF	Common Assessment Framework	The common assessment is a voluntary process that aims to support children who require additional help in order to

		do the best they can. The assessment helps to establish a child's needs and looks at ways in which these needs can be best supported. The common assessment may occasionally be referred to as 'CAF'.
C & F Act 2014	Children & Families ACT 2014	In September 2014, there were a number of changes to improve services for children and young people with special educational needs and disabilities (SEND). The changes were as a result of the Children and Families Act 2014 which became law on the 13 March 2014. The Act 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 approach also offered children and young people with complex needs and their families more choice and control about which services they can access and how they are paid for. The Act also extended the requirement for the provision of information that must be made available about services for children and young people with SEN and their families.
Childminder		A registered childminder is paid to look after children in the childminder's home. They are regularly inspected by Ofsted (approximately once every three years) and graded as outstanding, good, requires improvement or inadequate. Most childminders can provide care between 8am and 6pm, with some offering more flexible hours. Many will also provide a pick up/ drop off service from local schools, nurseries and pre-schools. Every childminder is different, so look for someone who will suit your family's needs.
CIC		Child in care

CIN		Child in need
Cognitive Ability		Thinking and reasoning abilities. A term often used by psychologists instead of intelligence.
CSC		Children's Social Care
CYP		Children & Young People
DAF	Disability Access Funding	<p>Three and four-year-old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF).</p> <p>DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child.</p> <p>The funding is available to help childcare providers make reasonable adjustments at their setting to improve children's access to free early education. The funding cannot be used towards childcare fees.</p>
Day Nursery		Day Nurseries are able to offer childcare and early years education for children from birth to pre-school 5 year olds. They are regularly inspected by Ofsted and usually open Monday to Friday throughout the year, from 8am to 6pm, sometimes longer. They offer a wide range of activities and combine both care and early years education. Many can also offer out of school care for children of school age.
DfE	Department for Education	Central government department responsible for education.
Developmental Delay		A delay in reaching the normal stages of development, for example sitting or talking.
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.
EHCP (EHC Plan)	Education, Health & Care Plan	An EHC Plan will replace current Statements of SEN and Learning Difficulty Assessments. The plan will be 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 will 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 or social care need only, they will not get an Education, Health & Care Plan unless these needs impact on their education.
EP	Educational Psychologist	Provides advice and guidance to staff and parents who work with children with significant learning, communication, social, emotional, behavioural, physical or sensory difficulties.
EYFS	Early Years Foundation Stage	EYFS Statutory Framework. 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.
EWS	Education Welfare Service	This service works closely with schools, pupils and parents promoting regular school attendance and helping to resolve difficulties that may lead to a child not attending school regularly.
EWO	Education Welfare Officer	Employed by the LA to make sure that children are getting the education they need. They deal with school attendance
FIS	Family Information Service	The FIS provides a free and impartial information and signposting service supporting parents and carers od

		children from birth to 20 (25 with additional needs)
Gait		The way in which a child walks
Global Delay		A general delay in acquiring normal developmental milestones.
Gross Motor Skills		Whole body actions for example, playing games, swimming or riding a bicycle.
Hyperactivity		Difficulty in concentrating or sitting still for any length of time. Restless, fidgety behaviour, also a child may have sleeping difficulties.
IASS	The Information, Advice & Support Service	The IASS provides confidential and impartial advice and information to support parents/carers and children and young people, who have, or may have, Special Educational Needs & Disabilities (SEND) in Bracknell Forest.
Inclusion		Recognises the importance of catering for diverse needs. Inclusive principles highlight the importance of meeting children's individual needs, of working in partnership with pupils/carers and of involving teachers and schools in the development of more inclusive approaches. Inclusion assumes that the school will adapt to the child as much as the child will adapt to the school (see also integration) Also: Inclusion: Inclusive education means that mainstream schools should be structured and resourced to enable them to welcome and accommodate all children regardless of their physical, intellectual, social, emotional, linguistic or other abilities and needs.
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
Local Offer		Local authorities will be required to publish a 'local offer'. A local offer is intended to provide a central point of information about the provisions

		available to children with SEN and disabilities in their area.
CLA or LAC	Child Looked After or Looked After Child	A child who has been in the care of their local authority for more than 24 hours is known as a looked after child (or in Bracknell Forest the term often used is 'Child looked after') Looked after children are also often referred to as children in care, a term which many children and young people prefer.
LSA or TA	Learning Support Assistant Teaching Assistant Classroom Assistant	Non-teaching support staff who work with and support children with special educational needs in the classroom
Makaton		Makaton is a language programme designed to provide a means of communication to children and young people who cannot communicate efficiently by speaking.
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.
Non-verbal skills		Skills which do not require spoken or written language but use other ways to communicate, e.g. gesture, facial expression.
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.
PCF	Parent, Carer Forum	A formalised group of parents and carers of children with SEND who work in partnership with local authorities, health, education, and other external partners to ensure planned services meet the needs of disabled children and families.
PMLD	Profound and multiple learning disability	A child who has more than one disability, with the most significant being a learning disability. Many children diagnosed with PMLD will also have a sensory or physical disability, complex health needs, or mental health difficulties.
Personal Budget		<p>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</p> <p>Under current proposals, only where an Education, Health and Care Plan is in place will a parent or young people be able to have a personal budget. A personal budget can be requested by a parent or a 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.</p>
Pre-Schools & Nursery Classes		Pre-schools provide play base learning for children aged between 2 and 5 years old. They usually offer morning and/or afternoon sessions of around 3 hours and operate term time only. Some provisions also offer extended or holiday sessions. Funded pre-school places are available for 3 and 4 year olds (and some 2 year

		<p>olds depending on eligibility) for up to 15 hours per week.</p> <p>A nursery class is attached to a primary school and provides early education and childcare for children between 3 and 5 years old. They usually open only during school hours, in term times. Most children will be offered a part time place. This usually means a morning or afternoon session of around 3 hours. Some may offer additional out of school care to help working parents.</p>
RAS	Resource Allocation System BF Policy	Resource Allocation System: The purpose of this policy is to describe the process for raising aspirations, meeting need and allocating resources within Bracknell Forest Council's, Children's Social Care (CSC). This is to ensure that children with disabilities get a fair start in life and the very best opportunities to succeed alongside their peers.
Receptive Language		The ability to understand what is being said.
SaLT	Speech & Language Therapist	Assesses children's speech, language and communication needs.
SEAP	Support, Empower, Advocate, Promote	seAp is an independent charity that provides free independent and confidential advocacy services
SEN	Special Educational Needs	Children have special educational needs if they have learning difficulties that requires extra or different help.
SEN Support		When a child or young person has been identified as having special educational needs, schools should take action to remove barriers to learning and put effective special educational provision in place called SEN Support.
SENCO	Special Educational Needs Co-ordinator	The teacher responsible for Special Educational Needs within a school

SEND		Special Educational Needs and Disabilities
Short Breaks		<p>A range of activities provided by Bracknell Forest Council for children and young people with disabilities and/or additional needs and their families to access throughout the duration of the year.</p> <p>Activities include horse-riding, sailing, fishing etc.</p>
Transition		<p>Movement between different environments, rooms or settings. All transition involves change and it is vital to prepare children, no matter how young they are, for this.</p> <p>When children are prepared for transition they adapt more easily to changes.</p>