

## A-Z Jargon Buster

The Local Offer and information reports are written in a way that tries to avoid jargon. However, sometimes abbreviations or unusual phrases are used. It can be easy for professionals to rely on abbreviations of complicated or long words and phrases in meetings. We want you to be able to fully understand what you have read or heard. That's why this glossary has been created.

As jargon changes, this document needs to change. Comments or suggestions from parents, carers and professionals are very welcome – [click here to submit one](#). Alternatively, you can email [LocalOffer@lbhf.gov.uk](mailto:LocalOffer@lbhf.gov.uk).

### A

**ADD (Attention Deficit Disorder):** is a group of behavioural symptoms that include inattentiveness and impulsiveness.

**ADHD (Attention Deficit Hyperactivity Disorder):** is a group of behavioural symptoms that include inattentiveness, hyperactivity and impulsiveness.

**Advocate:** Someone who can help ensure that a person is listened to, and that their rights, concerns and needs are acted upon.

**AEN (Additional Educational Needs):** Refers to various groups of children and young people Who, for a variety of reasons, may face additional barriers to education and learning.

**Allocated Case:** This is a term used mainly within Social Services. The term 'case' refers to the child or young person and their associated records. To be 'allocated' means that a named person i.e. a Social Worker or other Key Worker, has been given responsibility and is accountable for the work and records for the child or young person.

**Annual Review:** A meeting that takes place at least once a year and focuses on the child or young person's progress towards achieving the outcomes specified in the Education, Health and Care (EHC) Plan, and on what changes might need to be made to what support is provided to help them achieve those outcomes, or whether changes are needed to the outcomes themselves. Children, young people and parent/carers should be supported to engage fully in the review meeting.

**ASW (Approved Social Worker):** is a qualified Social Worker who has undergone additional training and has been approved by the Local Authority to carry out a range of statutory duties under the Mental Health Act (1983). These include assessing whether a child, young person or adult needs to be detained in hospital compulsorily.

**ASC (Autism Spectrum Condition):** a developmental disability that affects how a child or young person communicates with, and relates to other people. It also affects how they make sense of the world around them.

**At Risk:** A term used to describe a child or young person believed to be at risk of 'significant harm' and therefore in need of protection by the Local Authority.

**AT (Advisory Teacher):** is a specialist teacher who visits schools, colleges and early years settings to give advice on special needs provision.

## **B**

**BSL (British Sign Language):** is a visual language used by the deaf community that uses hand shapes, facial expressions, gestures and body language.

**Behaviour Support Teacher:** A trained and experienced teacher who can advise on the needs of children and young people with a range of emotional, behavioural and social needs.

## **C**

**CA: (Carers Assessment):** a review of the impact on a carer of their support of a child, young person or adult with additional needs or disabilities

**Caseworker:** A named officer of the Local Authority who will deal with a child or young person's case and who will talk to the parent/carer if they have an enquiry or concern.

**CAMHS (Child and Adolescent Mental Health Service):** the NHS team whose remit includes the support and treatment of children and young people with mental health issues under age 18.

**CDC (Child Development Clinic):** where medical assessments are undertaken of children or young people whose development is delayed or is giving cause for concern.

**Core Offer:** The level of support and services available for a defined group in a geographical area.

## **D**

**DfE (Department for Education):** the government department responsible for education policy, funding and standards nationally.

**Direct Payment:** A means for the Local Authority to pay monies directly to individuals to organise the services and support their Social Care Assessment has identified they need.

**Disagreement Resolution:** This is a statutory service commissioned by Local Authorities to provide a quick and non-adversarial way of resolving disagreements between parents or young people and bodies responsible for providing education, whether the child or

young person has an EHC plan or not, or health and social care in relation to EHC assessments and plans.

**DLA (Disability Living Allowance):** is financial support for people who have extra care because of a mental and/or physical disability. It comes in the form of a monthly tax-free payment that can be used as necessary.

**DSA (Disabled Students Allowance):** Financial support for undergraduate or post-graduate students who have a disability or long-term health condition, mental health condition or specific learning difficulty which affects their ability to study. It can be used to pay for things such as special equipment, a note-taker or transport costs.

**Dyslexia:** A diagnosed specific learning difficulty that can cause problems in the skills needed for learning to read, write and spell. Dyslexia covers a wide range of difficulties and it is unique for each individual. The Equality Act requires all employers and educational providers to make reasonable adjustments for children, young people or employees who may have Dyslexia.

**Dyscalculia:** A specific learning difficulty that affects the ability to understand basic number concepts. It includes all types of maths problems ranging from difficulty in understanding the meaning of numbers to an inability to apply maths to solve problems.

**Dyspraxia:** A form of Developmental Co-ordination Disorder (DCD) affecting fine/gross motor co-ordination. It may also affect speech as well difficulties with dressing, writing and in play as well as learning new skills at home, in school and in work.

## E

**EHCP (Education Health Care Plan):** Replacing the Statutory Statement of Special Educational Needs. This is a document which sets out the education, health and social care needs of a child or young person and the support that is necessary for them to access education.

**EHCNA (Education Health Care Needs Assessment):** A detailed assessment by multiple agencies of a child or young person's education, health and care needs which informs the decision for whether an EHC plan is required to provide the support they may need in order to learn, progress and achieve.

**EPS (Educational Psychologists Service):** a specialist team working both in the community and schools to assist school staff to learn how best to support students and to promote the educational, social and emotional development of children and young people.

**EYA (Early Years Action):** is offered to children at an early age with additional needs. The Key Worker or SENCO will carry out an assessment of your child's needs to decide what support they require.

**EYFS (Early Years Foundation Stage):** A framework that sets out welfare and developmental goals for children 0 – 5 years. It sets out six key areas of learning around which activities

are based. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, pre-schools, nurseries and school reception classes.

## F

**FE (Further Education):** Post-school education, usually in a College but could be a Supported Internship.

**FIS (Families Information Service):** a service providing information to all families through phone lines and a website:  
[www.lbhf.gov.uk/children-and-young-people/early-years/family-information-service](http://www.lbhf.gov.uk/children-and-young-people/early-years/family-information-service)

**FSW (Family Support Worker):** is a specialist worker providing advice and information and sometimes direct support to families, children and young people.

## G

**GP (General Practitioner):** a community based primary care doctor.

## H

**HE (Higher Education):** education after further education, this usually refers to university.

**HI (Hearing Impairment):** Occurs when there is a problem with or damage to one or more parts of the ear resulting in a full or partial ability to detect or understand sounds. It can range from a mild hearing loss to profound and total deafness.

**HLTA (Higher Level Teaching Assistant):** Is a teaching assistant who has demonstrated that they have met the HLTA nationally recognised standards and is able to work at a higher level, supporting learning and teaching making a significant contribution to the life of the school, work of the class teacher and to pupil's attainment.

## I

**IASS Service (Information, Advice and Support Service):** an organisation providing advice and information which is independent from the council.

**IEP (Individual Education Plan):** A detailed learning programme, with short-term targets, designed to help the child make progress at school.

**Inclusion:** Ensuring that all children (with or without disabilities or difficulties in learning) are, where possible, educated together at their local mainstream school.

**INCO (Inclusion Coordinator):** the role of the Inclusion Co-ordinator is to support the inclusion of all children, and where needed, initiate changes in the setting that will support each child's inclusion and participation in their early years environment.

**INSET (In-Service Education and Training):** this usually refers to days when a school is closed for teacher training.

**IS (Independent Supporter):** An individual who is independent from the local authority and is trained to provide advice and support for families with children with SEND through the statutory assessment and EHC process.

**ISL (Integrated Services for Learning):** Focuses on enabling and encouraging professionals to work together effectively to deliver frontline services to try and improve outcomes for children and young people.

## K

**KS (Key Stage):** is a stage of the education system setting the educational knowledge expected of children and young people at various stages.

## L

**LA (Local Authority):** The Council

**LAC (Looked After Child):** a child who a court has identified needs to be in the care of the council instead of their family. This may be a temporary situation or until the child reaches adulthood.

**LM (Learning Mentor):** A person working in school with groups and individual children to help them overcome barriers to learning. Mentors may also be trained volunteers working with individual children through an external organisation.

**LO (Local Offer):** A website in which Local Authorities in England are required to set out information about provision they expect to be available across education, health and social care for children and young people who have SEN or are disabled in their area. The Hammersmith and Fulham Local Offer website can be found at:  
[www.lbhf.gov.uk/localoffer](http://www.lbhf.gov.uk/localoffer)

**Learning Support Assistant (LSA):** A person employed by the school to provide support in the classroom or undertake specific work with a child or group of children who may have a range of SEND. They work under the direction of the class teacher.

## M

**Makaton:** A language programme using signs, symbols and speech to help with communication. Signs can help those who have no speech or whose speech is unclear, and symbols can help those with limited speech as well as those who cannot or prefer not to sign.

**MDA (Multi-Disciplinary Assessment):** An assessment by a range of health or education experts, ideally completed together but it can be compiled from assessments completed individually by a range of professionals.

**Mild Learning Difficulties:** People with a Mild Learning Difficulty are usually able to hold a conversation, and communicate most of their needs and wishes, but may need some support with more complex information or in new situations.

**Moderate Learning Difficulties:** People with MLD have achievements well below expected levels in all or most of the developmental milestones and in the curriculum. They will have much greater difficulty than their peers in acquiring basic literacy and numeracy skills and in understanding concepts. They may also have associated speech and language delay, low levels of concentration and under-developed social, emotional and personal skills.

## N

**NEET (Not in Education, Employment or Training):** A young person older than 16 years who is not engaged in learning or work.

**Notification:** When a formal alert from the local NHS trust informs The Local Education Authority of a child under 5 who may need special educational provision on starting in education.

## O

**OFSTED (Office for Standards in Education):** The independent government department that inspects school standards in England.

**OT (Occupational Therapist):** A person trained to provide assessment, treatment and rehabilitation for people with disabilities. They can give schools and families advice on programmes of support, and advise about suitable equipment and the provision of other services.

## P

**PCF (Parent Carer Forum):** A parent carer forum is a group of parents and carers who have children with special educational needs. Forums provide training and support for parents and sometimes professionals. In Hammersmith and Fulham forum members are involved with the council, health and other agencies to review and co-produce local services.

**PCP (Person Centred Planning or Person-Centred Plan):** This is where an individual child or young person is at the heart of any process or decision, where the child or young person's strengths, interests and ambitions are identified and they are fully engaged, listened and responded to.

**PfA (Preparing for Adulthood):** A term used to describe the period usually between ages 14 and 25 years when a young person with SEND is moving towards living independently, being included in their community, being happy and healthy, having relationships and taking part in a valued occupation.

**Personal Budget:** A personal budget is an amount of money that can be requested to arrange and pay for support assessed as being needed. A direct payment is the mechanism in which a personal budget is paid to individuals.

**Physiotherapist:** A person trained to provide assessment and treatment in movement and physical development such as balance, co-ordination, ability to sit, stand and walk.

**Portage Worker:** A person who works in partnership with the parents of children under five with developmental delay to promote all aspects of their children's development through activities in the home.

**Provision Map:** A document produced by a school to show the provision which is additional to and different from that which is usually provided for other pupils in the class. It provides an overview of the programmes and interventions used with different groups of pupils and is a way of monitoring the levels of interventions and tracking the impact on pupil progress and achievement of outcomes.

**PRU (Pupil Referral Unit):** A specially organised school which provides education for pupils who would otherwise not receive suitable education because of illness, exclusion or any other reason.

## Q

**QTS (Qualified Teacher Status):** This is the accreditation that allows a person to teach in state-maintained and special schools in England and Wales. To achieve QTS you must complete a period of Initial Teacher Training.

## R

**Resource Base:** A specialist base within a mainstream school to support children with an EHCP or identified specific needs.

## S

**SENCO (Special Educational Needs Coordinator):** The teacher with responsibility for the day-to-day management, planning and monitoring of the special educational needs provision in a school. This is a statutory position – all schools must have a named person to co-ordinate SEND provision.

**SEN (Special Educational Needs):** A child or young person has special educational needs if he or she has a learning difficulty or a disability which calls for special educational provision to be made for them.

**SEND:** Special Educational Needs and Disabilities.

**SEN Support (Special Educational Needs Support):** The first level of additional or different support for pupils not making as much progress as they could be. Schools follow a graduated approach – assess, plan, do, review. Additional interventions may include involvement of extra staff, use of different learning materials, special equipment or different ways of teaching. This was called School action or school action plus before the Children and Families Act, SEND reforms.

**SEMH (Social, Emotional and Mental Health Needs):** This term refers to children or young people who may have previously be described as having BESD (Behavioural, Emotional or Social Difficulties).

**Short Breaks:** Identified package of support to give the young person, and their parent/carers a break from each other. This can be accessed following an assessment of a child or young person. Short breaks can be during the day or sometimes overnight.

**SLD (Severe Learning Difficulties):** A person with a severe learning difficulty will display significant delay in reaching developmental milestones and has a much greater difficulty than peers in their age group in acquiring basic literacy and numeracy skills. They may be non-verbal or have limited communication skills.

**SPLD (Specific Learning Difficulties):** This affects the way information is learned and processed. It is an umbrella term used to cover a range of difficulties such as Dyslexia, Dyspraxia, Dyscalculia, Attention Deficit Disorder.

**Speech and Language Therapy (SALT):** Speech and Language Therapists are trained to assess, diagnose, manage and treat speech, language, voice and fluency disorders.

**Statute/Statutory:** A written law passed by a legislative body, required, permitted or enacted by statute, this means it is a duty required by law to be completed by the local authority, education provider or health service.

**Statutory Assessment:** See EHCNA

## T

**TA: (Teaching Assistant):** A person employed by the school to provide support in the classroom or undertake specific work with a child or group of children who may have a range of SEND. They work under the direction of the class teacher.

**Transition:** Refers to the major transfer points that a child or young person may go through on their education journey: Early Years to Primary School; Primary School to Secondary School; Secondary School to work, college or university. To ensure a smooth transfer between stages transition is part of the ongoing Assess, Plan, Do Review cycle. Also see PfA.

## V

**VI (Visual Impairment):** Is a sight loss that cannot be fully corrected by wearing glasses or contact lenses or by surgery and one that adversely affects a child or young person's educational performance. Two main categories of VI – partially sighted or sight impaired where the sight loss is moderate; severe sight impairment (blindness) where the level of sight is so severe that activities that rely on sight are very difficult.