

# Local Offer Glossary of Words

## A

### **Academy**

An Academy is a state-funded school that is directly funded by the Department of Education. Academies are self-governing and independent of the Nottinghamshire Local Educational Authority control.

### **ADD**

ADD stands for Attention Deficit Disorder, this is any of a range of behavioural disorders occurring in children, including such symptoms as poor concentration, hyperactivity, and learning difficulties.

### **ADHD**

ADHD stands for Attention Deficit Hyperactivity Disorder, this is a group of behavioural symptoms that include inattentiveness, hyperactivity and impulsiveness.

### **Advocate**

An advocate is someone who provides support when you need it.

### **Advocacy**

Advocacy is supporting people to express their views and concerns.

### **Assessment**

This involves building a picture of your child's abilities, difficulties, behaviour, his/her special educational needs and the support required to meet those needs. A statutory assessment is a formal procedure which involves the collection of information from as many people as possible who have detailed knowledge about your child. This may lead to the issue of an Educational Health Care Plan (EHCP).

### **Annual Review**

The Annual Review is an important part of the statutory process and must take place as a minimum of every 12 months. Local Authorities should consider reviewing an Educational Health Care Plan for a child under 5 years old at least every three to six months to ensure that the provision continues to be appropriate. Reviews must focus on the child or young person's progress towards achieving the outcomes specified in the Educational Health Care Plan.

### **Appeal**

Appealing is what someone does if they want to try and change a decision about their support that they do not agree with.

## B

### **Blue badge**

The Blue Badge scheme helps you park closer to your destination if you're disabled. You must meet certain criteria to receive a Blue Badge, you can apply to your Nottinghamshire Local County Council.

### **Bursary Fund**

A Bursary is an amount of money awarded by an institution to individuals or groups of people who cannot afford to pay full fees. To help with the cost of clothing, books and other equipment for your course. Transport and lunch on days you study or train.

# C

## **CAMHS**

CAMHS stands for Child and Adolescent Mental Health Service. This team work with children and young people up to the age of 18 years old who have an intellectual disability and suffer emotional distress.

## **CCG**

CCG stands for Clinical Commissioning Groups, these are groups which are responsible for planning and buying National Health Services and ensuring the quality of local healthcare.

## **CQC**

Care Quality Commission. These are an independent regulator of health and adult social care in England. They make sure health and social care services provide people with safe, effective, compassionate, high-quality care and they encourage care services to improve.

## **College**

College is where young people go to gain the knowledge and skills to help prepare for the future. If someone is aged between 16 and 25 years old, then they can go to a college.

## **Clinical Commissioning Group (CCG)**

Clinical commissioning group (CCG) is responsible for delivering health provision.

# D

## **Decision**

Decisions are choices people make about what happens in their life. Some people may need support to make decisions. For example, having things explained in a different way.

## **Disabilities**

A person who has disabilities may have problems with their health and may find it harder to do certain things than other people.

## **Disagreement resolution services**

Disagreement resolution services help to sort out problems where people do not agree with the support for a child or young person who has special educational needs or disabilities. In practice this will be very similar to mediation.

## **Download**

This means to transfer data, files or a document from the website to your own computer.

# E

## **Education Health and Care Plan EHC plan**

An Education Health and Care Plan, this will set out clearly the special educational needs of a child or young person, what support they need, and who should provide it.

## **Education Health and Care (EHC) needs assessment**

An education, health and care needs assessment will look at what extra support young people with special educational needs might need in their life.

# H

## **Health Care provision**

A health service is the organisation who gives you your health provision.

## **Health Service**

Health provision can help someone to stay healthy, like having physiotherapy.

## **Hyperactivity**

This is a condition occurring mostly in children, where they are constantly active this can sometimes involve disruptive behaviour.

# I

## **Inattentiveness**

This is when a person is not able to focus or pay attention to something.

## **Information Advice and Support Service (IASS)**

An Information, Advice and Support Service is where you and your parents can go to find out more information about special educational needs and disabilities and how to get the support you need.

## **Impulsiveness**

This is when a person is giving no consideration, forethought or reflection to a situation.

# L

## **LD**

### **Learning difficulties**

A child/young person who has learning difficulties may find it much harder to learn than most children/young person of the same age. Or they may have a disability which prevents them from making use of educational facilities provided for children of the same age.

## **Local Authority (LA)**

LA stands for Local Authority, in Nottinghamshire this is the Nottinghamshire County Council

## **Local Offer**

The term 'Local Offer' was chosen by the government. Every local authority must identify education, health and social care services in their local area that provide support to children, young people and families who have Special Educational Needs or Disabilities. This information and guidance along with a directory of services is local authorities 'Local Offer'.

## **The Local Government and Social Care Ombudsman (LGSCO)**

The Local Government and Social Care Ombudsman will look at complaints related to local authorities. This includes education and social care.

# M

## **Mediation**

Mediation is a way of resolving disputes between two or more groups of people with the help of a third person. To decide a settlement/agreement between parents or young people over Educational Health Care needs assessments and plans.

## **Mediation Adviser**

A mediation adviser will provide information about mediation and can answer any questions you may have. If you decide not to go to mediation, the mediation adviser would be the person who gives you a mediation certificate.

# O

**Ofsted**  
Ofsted is the Office for Standards in Education, Children's Services and Skills. They inspect and regulate services that care for children, young people, and services providing education and skills for learners of all ages.

## **Ombudsmen**

The Ombudsmen are organisations that can look at specific complaints. Complaints can be about how you have been treated by your local authority or Clinical Commissioning Group or about the delivery of your provision.

# P

## **Parents**

For most young people, it is their parents (their mum and/or their dad) who looks after them. But some young people are looked after by other people who do some of the things that parents do.

This could be:

- a grandparent
- a brother or sister
- a carer
- a foster carer

## **Parent Carer Forum**

This is a group of parent carers of children with disabilities who work with local authorities, education, health and other providers to make sure the services they plan and deliver meet the needs of disabled children and families.

## **PA**

This means a Personal Assistant, someone who is employed to provide everyday care and support. This may include personal and domestic care, support to get out and about, as well as other day to day activities.

## **Provider**

A person, organisation or business that offers a service.

## **Provision**

The provision of something, this is the act of giving it or making it available to people who need or want it.

## **The Parliamentary and Health Service Ombudsman (PHSO)**

The Parliamentary and Health Service Ombudsman will look at complaints related to health.

# R

## **Review**

A review is a meeting where a local authority, a school or college, and some other people look at the support you get and if it is right for you.

# S

## **Section 41**

This is a Secretary of State Approved List of independent educational institutions, independent special schools and post-16 institutions that can be named in an Educational Health Care Plan.

## **SENCO**

SENCO stands for Special Educational Needs Co-ordinator, this is usually a member of staff at your child's school, they have the responsibility for the special needs support at the school.

## **SEND**

This stands for Special Educational Needs and Disabilities

## **Special Educational Needs and Disabilities Tribunal**

The Special Educational Needs and Disabilities Tribunal is a court that listens to appeals and decides if a decision should be changed.

## **Special Educational Needs provision**

Special educational needs provision is the support that young people who have special educational needs can get in school or college.

## **SEN CoP**

This is the Special Educational Needs Code of Practice. It is a national guide from the Department for Education to schools and local authorities about the help they can give to children with special educational needs.

## **SEN support**

SEN stands for Special Educational Need. 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. This SEN Support should take the form of a four-part cycle (assess/plan/do/review) through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the child/young person's needs and of what supports them in making good progress and securing good outcomes.

## **Service**

A service is something that the public needs, which is provided in a planned and organised way by the government or an official organisation.

## **School**

School is where young people go to gain the knowledge and skills to help prepare them for the future.

## **Specialist**

This means supporting those children and young people who need a high level of support and personalised care. This includes children with complex learning and disabilities.

## **Statutory**

If something is statutory, it is a requirement by law.

## **T**

### **Targeted**

This means specific support for those children and young people who are felt to be vulnerable in relation to speech, language and communication.

## **U**

### **Universal**

This means supporting everyone of all abilities.

## **V**

### **VI**

This means Visual Impairment. If a person has partial or complete loss of sight they have a visual impairment.