

# SEND 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 is any of a range of behavioural disorders occurring in children, including such symptoms as poor concentration.

### **ADHD**

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

### **Advocate**

An advocate is someone who can you to say what you want if you find it difficult to do so. This could include supporting or defending you by argument and presenting your case, which could be before a court or tribunal.

### **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.

### **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 families on low incomes. It can also help with the costs of clothing, books, equipment for the course, transport and lunch on the days of training or study.

# 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 delivering health provision. They buy National Health Services and ensure the quality of local healthcare.

## **College**

This is where young people go to gain the knowledge and skills to help prepare for the future. Colleges can offer many different types of courses and qualifications. If someone is aged between 16-25 years then they can go to college.

## **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.

# D

## **Decisions**

These are choices people make about what happens in their life.

## **Direct Payment**

This is a payment made to an individual or parent/carer by a Local Authority to pay for services to meet assessed needs. This can enable greater flexibility, independence, choice and control over a support package.

## **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**

These 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.

## **Download**

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

# E

## **Education, Health and Care (EHC) Needs Assessment**

An EHC Needs Assessment will look at what extra support children and young people with special educational needs might need in their life. This assessment is required to find out if an Education, Health and Care (EHC) Plan is needed to meet an individual's special educational needs.

## **Ed Psych/EP**

Educational Psychologists are trained professionals who help children and young people overcome mental, physical, emotional and social difficulties that stop them from participating in school and out of school activities. They also assess persons needs through one-on-one interviews.

## **EHC Plan**

An Education Health and Care (EHC) 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.

## **H**

### **Health Provision**

This is support that can be put in place to help someone to stay healthy like having physiotherapy.

### **Health Service**

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

### **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)**

IASS is where parents/carers can go to find out more information about special educational needs and disabilities and how to get the support they need for their child or young person. In Nottinghamshire the IASS service is provided by 'ASK US Nottinghamshire'.

### **Impulsiveness**

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

## **L**

### **LA**

LA stands for Local Authority. In Nottinghamshire this is the Nottinghamshire County Council.

### **LD Learning difficulties**

A child/young person who has learning difficulties may find it much harder to learn than most children/young people 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 Government and Social Care Ombudsman (LGSCO)**

They will look at complaints related to Local Authorities if a complaint made to the Local Authority cannot be resolved. This includes education and social care complaints.

### **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 (SEND). A Local Offer is information about the support and services that children and young people who have SEND and their families can find in their local area.

# M

## **Mediation**

Mediation is a way of bringing parties with opposing views together, with a third person (called a Mediator), to help facilitate productive discussions and to try and find a way of reaching an agreement. This may be used between parents/young people and a Local Authority to resolve disputes over Education Health Care needs assessments and plans.

# O

## **Ombudsmen**

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 about the delivery of your provision or services.

## **OT**

Occupational Therapist/Therapy treat injured, ill, or disabled patients through the therapeutic use of everyday activities. They help these patients develop, recover, improve, as well as maintain the skills needed for daily living and working.

## **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.

# P

## **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.

## **Parents**

For most children and young people, it is their parents (their mum and/or their dad) who looks after them but some children and young people are looked after by other people. This could be a grandparent, brother or sister, a carer or 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.

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

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

## **Personal Budget**

This is an amount of money identified by a Local Authority that can be used to deliver all or some of the provision set out in an Education, Health and Care (EHC) plan. A parent/guardian or a young person can request a personal budget if the Local Authority maintains an EHC plan or is preparing to issue an EHC Plan for a child or young person.

## **Provider**

A person, organisation or business that offers a service.

## **Provision**

This is the act of giving it or making it available to people who need or want it.

# S

## **SALT**

Speech and Language Therapy (SALT) is the treatment, support and care for children and adults who have difficulties with communication, or with eating, drinking and swallowing. They work closely with parents, carers and other professionals, such as teachers, nurses, occupational therapists and doctors. Some of the goals of speech therapy might include improving coordination of speech muscles through strengthening and coordination exercises, sound repetition and imitation. Improving communication between the brain and the body through visual and auditory aids such as mirrors and tape recorders.

## **School**

Is where children and young people go to gain the skills, knowledge and qualifications to help prepare them for their future.

## **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 who has the responsibility for the special needs support at the school.

## **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 concerning the help they should give to children with special educational needs.

## **SEND**

This stands for Special Educational Needs and Disabilities.

## **Service**

A service is something that the public needs, which is provided in a planned and organised way.

## **Social Care Provision**

Social care is the provision of personal care, protection or social support services to children or adults in need or at risk, which could be because of disability or illness. This could include support with activities of daily living like washing, dressing, cooking and meeting up with friends.

## **Special Educational Needs (SEN)**

This refers to a child or young person who has additional needs, which could be as a result of learning disabilities or disabilities that make it harder for them to learn than most children of the same age and they need extra support to learn.

## **Special Educational Needs Provision**

Special educational needs provision is the support that children and young people who have special educational needs can get in school or college to meet their specific needs.

## **Specialist Support**

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**

## **TA**

Teaching Assistant are often used to take small groups of children who need extra support in an area, such as literacy or numeracy, out of a class.

## **Targeted Support**

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

## **Tribunal**

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

# **U**

## **Universal**

This means supporting everyone of all abilities and services that can be accessed by everyone.

# **V**

## **VI**

This means Visual Impairment. If a person has partial or complete loss of sight they have a visual impairment. It is a sight loss that is not fixable by usual means, such as glasses or medication.