

# 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 provides support when you need it. They will support or defend you by argument and presents your case and give legal advice, they would plead your case 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

## 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 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.

## **D**

### **Download**

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

## **E**

### **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 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**

### **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.

### **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 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.

## **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'.

**M****Mediation**

Mediation is a way of bringing parties with opposing views together, with a third person, to help facilitate productive discussions. This may be used between parents/young people and a LA to resolve disputes over Education Health Care needs assessments and plans.

**O****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****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**

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

**S****SALT**

Speech and Language Therapist/Therapy provides 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.

**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.

## **SEND**

This stands for Special Educational Needs and Disabilities

## **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 should 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. In Nottinghamshire this may 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.

## **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.

## **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. It is a sight loss that is not fixable by usual means, such as glasses or medication.