

Acronyms and Educational Terms

**Information for School Governors
Rochdale Metropolitan Borough Council**

July 2010

ABE	Adult Basic Education
ACACE	Advisory Council for Adult and Continuing Education
Academies	Publicly Funded Independent Schools
ACAS	Advisory Conciliation and Arbitration Service
ACC	Association of County Councils
ACE	Advisory Centre for Education
ACG	Annual Capital Guideline
ACIS	Association of the Chartered Institute of Secretaries
ACM	Association for College Management
ACPC	Area Child Protection Committee
ACR	Annual Curriculum Return
AD	Assistant Director
A&E	Accident and Emergency
AEB	Associated Examining Board
AfL	Assessment for Learning
AGIT	Action for Governors Information and Training
AGM	Annual General Meeting
AGMA	Association of Greater Manchester Authorities
AIDS	Acquired Immune Deficiency Syndrome
ALBSU	Adult Literacy and Basic Skills Unit
ALI	Adult Learning Inspectorate
ALMO	Arms Length Management Organisation
ALS	Additional Literacy Support
AMP	Asset Management Plan
Appraisal	A review of an employee's performance
APSE	Association for Public Service Excellence
ASB	Aggregated Schools Budget (distributed by formula)
ASCL	Association of School and College Leaders
ASE	Association of Science Education
AST	Advanced Skills Teacher
ATL	Association of Teachers and Lecturers
ATS	Attainment Targets (National Curriculum)
AVA	Audio Visual Aids
AWI	Area Wide Implementation
AWPU	Age Weighted Pupil Unit
BA	Bachelor of Arts
BACIE	British Association for Commercial & Industrial Education
BAECE	The British Association for Early Childhood Education
BECTA	British Educational Communications & Technology Agency
BEd	Bachelor of Education
BEEA	British Educational Equipment Association
BERAS	British Education Research Association
BIM	British Institute of Management
BIP	Behaviour Improvement Programme
BIS	Department for Business, Innovation and Skills
BITC	Business in the Community
BMDT	Behaviour Management and Development Team
BSA	Basic Skills Agency
BSF	Building Schools for the Future: a 10 - 15 year programme for the rebuilding or refurbishing of secondary schools
BSc	Bachelor of Science
BSP	Behaviour Support Plan
BTEC	Business & Technology Education Council
CAL	Computer Assisted Learning
CAMHS	Child and Adolescent Mental Health Service
CASE	Campaign for the Advancement of State Education
COSHH	Control of Substances Hazardous to Health
CATE	Council/Committee for the Accreditation for Teacher Education
CATS	Cognitive Ability Tests
CBI	Confederation of British Industry
CCRU	Children's Conference and Reviewing Uni
CCT	Compulsory Competitive Tendering
CDT	Community Drugs Team
CDT	Craft Design and Technology
CDU	Child Development Unit
CE	Chief Executive
CE	Church of England
CES	Catholic Education Service

CET	Council for Educational Technology
CFE	Common Funding Formula
CFHE	College of Further and Higher Education
CGLI/C&G	City & Guilds of London Institute
CHIPC	Children in Public Care
CIG	Case Intervention Group
CIPD	Chartered Institute of Personnel and Development
CIPFA	Chartered Institute of Public Finance & Accountancy
CIS	Childcare Information Service
CITB	Construction Industry Training Board
CLA	Copyright Licensing Agency
CLCs	City Learning Centres
CLEA	Council for Local Education Authorities
Connexions	Service for 13-19 year olds in planning further education and employment
COVES	Centres of Vocational Excellence
CP	Child Protection
CPD	Continuous Professional Development
CPO	Compulsory Purchase Order
CRB	Criminal Records Bureau
CRCH	Central Register and Clearing House
CRE	Commission for Racial Equality
CSE	Campaign for State Education
CSF	Children Schools and Families
CSR	Child Support Record
CTC	City Technology Colleges
CYWU	Community and Youth Workers Union
CYPP	Children and Young People's Plan
DAT	Drugs Action Team
DCMS	Department for Culture, Media & Sport
DDA	Disability Discrimination Act
DED	Disability Equality Duty
DETR	Department of the Environment Transport and the Regions
DfE	Department for Education (previously DCSF (Department for Children, Schools and Families), DfES (Department for Education & Skills) and DfEE (Education and Employment))
DfT	Department of Transport
DHS	Decent Homes Standard
DHSS	Department of Health and Social Security
DMF	Decayed, Missing and Filled Teeth
DOE	Department of Environment
DOH	Department of Health
DPA	Diploma in Public Administration
DPM	Diploma in Personnel Management
DSG	Dedicated School Grant
DSO	Direct Services Organisation
DSS	Department of Social Services
DTI	Department of Trade and Industry
E&A	Equality and Achievement
EAL	English as an Additional Language
EASEA	Electronic Access for Schools & Education Authorities
EAZ	Education Action Zone
EBD	Emotional and Behavioural Difficulties
ECM	Every Child Matters - the 2004 Children Act
EBL	Education Business Links
EBP	Education Business Partnership
EDI	Electronic Data Interchange
EDDIE	Education Dissemination Information Exchange
EDIT	Education Development in Information Technology
EDP	Education Development Plan
EEC	European Economic Community
EEF	European Economic Fund
EET	Education, Employment and Training
EiC	Excellence in Cities
EMAs	Education Maintenance Allowance
EMAG	Ethnic Minority Achievement Grant
EMA(T)	Ethnic Minority Achievement (Team)
EMIE	Educational Management Information Exchange
EMS	Electronic Management System

EO	Education Officer
EOC	Equal Opportunities Commission
EP	Education Psychologist
ERA	Education Reform Act
ESF	European Social Fund
ESH&WB	Emotional Social Health and Wellbeing
ESO	Education Supervision Order
ESOL	English for Speakers of Other Languages
ESPR	Education (School Premises) Regulations 1981
ETS	Excellent Teacher Scheme
E2E	Entry into Employment
EWO	Education Welfare Officer
EWS	Education Welfare Service
EY	Early Years
EYDCP	Early Years Development and Childcare Plan/Partnership
FAME	Foundation Accreditation in Vocational Education
FAVE	Foundation Accreditation in Maths and English
FE	Further Education
FEDA	Further Education Development Agency
FEFC	Further Education Funding Council
FHSA	Family Health Service Authority
FIS	Family Income Supplement
FMSiS	Financial Management Standard in Schools
FSM	Free School Meals
FTE	Full-Time Equivalent
GB	Governing Body
GCSE/VCE	General Certificate of Secondary Education/Vocational Certificate of Education
GCSE	General Certificate of Secondary Education
G & T	Gifted and Talented
GIS	Geographical Information System
GM	Greater Manchester
GMP	Greater Manchester Police
GNVQ	General National Vocational Qualification
GONW	Government Office North West
GPs	General Practitioners
GTC	General Teaching Council
HB	Housing Benefit
HE	Higher Education
HEA	Health Education Authority
HI	Hearing Impaired
HLTA	Higher Level Teaching Assistant
HMCI	Her Majesty's Chief Inspector of Schools
HMI	Her Majesty's Inspector
HMR	Housing Market Renewal
HMSO	Her Majesty's Stationery Office
HNA	Health Needs Assessment
HND/HNC	Higher National Diploma/Certificate
HO	Home Office
HOD	Head of Department
HoS	Head of Service
HSC	Health and Safety Commission
HSE	Health and Safety Executive
HYPE	Counselling Project
ICG	Institute of Careers Guidance
ICT	Information and Communications Technology
IDeA	Improvement and Development Agency
IEP	Individual Education Plan
IFD	Information From Data
IP	Investors in People
INSET	In-Service Education and Training
IPC	Information Planning & Communication Team
IPD	Institute of Personnel and Development
ISA	Information Sharing and Assessment
ISB	Individual Schools Budget
ISCG	Institute of School and College Governors
ISP	Intervention and Support Panel
ISP	Intensive Support Programme

ISR	Individual School Range
IT	Information Technology
ITA	Initial Teaching Alphabet
ITT	Initial Teacher Training
IQ	Intelligence Quotient
JAR	Joint Annual Review
JAR	Joint Area Review
JCC	Joint Consultative Committee
JCPC	Joint Child Protection Committee
JNC	Joint Negotiating Committee
KPIs	Key Performance Indicators
KS	Key Stage (KS1 5-7 year olds, KS2 7-11 year olds, KS3 11 to 14 year olds, KS4 14-16 year olds)
LA	Local Authority
LAA	Local Authority Associations
LAC	Looked After Children
LALPG	Local Authority Land & Property Gazetteer
LAMSAC	Local Authorities Management Services Advisory Council
LARRIC	Local Authorities Race Relations Information Centre
LBP	Leading Behaviour Professional
LDD	Learning Difficulties and Disabilities
LDP	Local Delivery Plan
LEAP	Locally Equipped Area for Play
LEP	Local Education Partnership
LGA	Local Government Association
LGMB	Local Government Management Board
LGTB	Local Government Training Board
LIFT	Local Initiative Finance Trust
LIG	Leadership Incentive Grant
LIT	Local Implementation Team
LLSC	Local Learning Skills Council
LLS	Leading Literacy School
LLT	Leading Literacy Teacher
LM	Learning Mentor
LMS	Local Management of Schools
LMSS	Local Management of Special Schools
LP	Learning Partnership
LPSH	Leadership Programme for Serving Headteachers
LSC	Learning and Skills Council
LSA	Learning Support Assistant
LSB	Local Schools Budget
LSC	Learning Skills Council
LSCGM	Learning and Skills Council for Greater Manchester
LSU	Learning Support Unit
MAPP	Multi Agency Public Protection Panel
MDA	Mid-Day Assistant
MFL	Modern Foreign Language
MIS	Management Information Systems
MLD	Moderate Learning Difficulties
MMR	Measles, Mumps and Rubella
MMU	Manchester Metropolitan University
MPG	Main Professional Grade
MTA	Minimum Teaching Areas
MYP	Member of Youth Parliament
NAACE	National Association of Adviser for Computers in Education
NAFE	Non - Advanced Further Education
NAGM	National Association of Governors and Managers
NAHT	National Association of Headteachers
NASG	National Association of School Governors
NASUWT	National Association of Schoolmasters/Union of Women Teachers
NATFHE	National Association of Teachers in Further & Higher Education
NCB	National Children's Bureau
NCER	National Consortium for Examination Results
NCH	National Children's Home
NCPTA	National Confederation of Parent Teacher Associations

NCLSCS	National College for Leadership of Schools and Children’s Services (formerly NCSL, National College for School Leadership)
NCVQ	National Council for Vocational Qualifications
NDC	New Deal for Communities
NEA	Northern Examining Board
NEBSS	National Examination Board in Supervisory Studies
NEETS	Not in Education, Employment and Training
NFER	National Foundation for Educational Research
NGA	National Governors’ Association
NGfL	National Grid for Learning
NHSS	National Healthy Schools Standard
NIACE	National Organisation for Adult Learning
NJC	National Joint Council
NLDC	Neighbourhood Learning in Deprived Communities
NLS	National Literacy Strategy
NNEB	National Nursery Examination Board
NNS	National Numeracy Strategy
NOF	New Opportunities Fund
NOR	Number on Roll
NPQH	National Professional Qualification for Headship
NPRA	Northern Partnership for Records of Achievement
NPS	National Primary Strategy
NQT	Newly Qualified Teacher
NRF	Neighbourhood Renewal Fund
NROA	National Records of Achievement
NSF	National Service Framework
NUS	National Union of Students
NUT	National Union of Teachers
NVQ	National Vocational Qualification
NWLG	North West Learning Grid
NWRAEA	North West Regional Association of Education Authorities
Ofqual	Office of the Qualifications and Examinations Register
OFSTED	Office for Standards in Education
OND/ONC	Ordinary National Diploma / Certificate
OOB	Out of Borough Placement
OT	Occupational Therapy
OU	Open University
PA	Parents Association
PAN	Planned Admission Number
PANDA	Performance and Assessment Data
PAT	Professional Association of Teacher
PAT	Pupil Achievement Tracker
PAYP	Positive Activities for Young People Programme
PCP	Primary Capital Programme
PCT	Primary Care Trust
PE	Physical Education
PEPS	Personal Education Plans
PFI	Private Finance Initiative
PFS	Playing for Success
PFS	Partnership for Schools
PGCE	Post-Graduate Certificate of Education
PhD	Doctor of Philosophy
PGR	Parent Governor Representative – elected to serve on a local authority committee discharging the education functions of the LA
PIAP	Post Inspection Action Plan
PICSI	Pre-Inspection Context and School Indicators
PIPS	Performance Indicators in Primary Schools
PLASC	Pupil Level Annual School Census
PLP	Primary Leadership Programme
PMLD	Profound and Multiple Learning Difficulties
PPA	Planning, Preparation and Assessment
PPI	Patient and Public Involvement
PPP	Public and Private Partnership
PRP	Performance Related Pay
PRU	Pupil Referral Unit
PSA	Public Service Agreement
PSE	Personal and Social Education

PSHCE	Personal, Social, Health and Citizenship Education
PSHE	Personal, Social and Health Education
PSIO	Principal School Improvement Officer
PSP	Pastoral Support Programme
PTA	Parent Teacher Association
PTE	Part-Time Equivalent
PTR	Pupil Teacher Ratio
QCDA	Qualifications and Curriculum Development Agency (formerly QCA, Qualifications and Curriculum Authority)
QTS	Qualified Teacher Status
RADPAC	Rochdale and District Play Action Council
RAISEonline	Reporting and Analysis for Improvement through School Self-Evaluation
RANS	Rochdale Additional Needs Service
RBTS	Rochdale Borough Training Services
RC	Roman Catholic
RCT	Rochdale Connections Trust
RE	Religious Education
REAL Trust	Rochdale Education and Learning Trust
REB	Regional Examining Body
REC	Race Equality Commission
Rgl/RI	Registered Inspector
RI	Religious Instruction
RMBC	Rochdale Metropolitan Borough Council
ROA	Record of Achievement
ROSA	Rochdale and Oldham Supply Agency
RRA	Race Relations Act
RSA	Royal Society of Arts
RSG	Revenue Support Grant
RSM	Recruitment Strategy Manager
RSTA	Regional School Travel Advisor
RSO	Road Safety Officers
SACRE	Standing Advisory Council on Religious Education
SAPNA	Supporting all parents, newborn to adolescent
SATs	This referred to Standard Assessment Tasks but term discontinued due to US copyright. Appropriate terminology Key Stage 1, 2, 3 tests or National Tests
SCAA	School Curriculum and Assessment Authority
SCC	Schools Causing Concern
SDP	School Development Plan
SEAL	Social Emotional Aspects of Learning
SEF	Self Evaluation Form
SEN	Special Educational Needs
SENCO	Special Educational Needs Co-Ordinator
SENDIST	Special Educational Needs and Disability Tribunal
SEO	Society of Education Officers
SF	Standards Fund
SfCC	Schools facing Challenging Circumstances
SHA	Secondary Heads Association
SI	Statutory Instrument
SIMS	School Information & Management System
SIO/SIP	School Improvement Officer/Partner
SIP	School Improvement Plan
SLD	Severe Learning Difficulties
SLO	School Liaison Officer
SLT	Senior Leadership Team
SMART	Specific, Measurable, Achievable, Realistic and Time-related
SMT	Senior Management Team (also Senior Leadership Team)
SN	Standard Number
SOC	Standard Occupational Classification
SPLD	Specific Learning Difficultie
SRB5	Single Regeneration Budget
SRE	Sex and Relationships Education
SSA	Standard Spending Assessment
SSAT	Specialist Schools and Academies Trust
SSD	Social services Directorate
SSE	School Self Evaluation
SSFA	School Standards and Framework Act 1998
SSIM	Senior School Improvement Manager
SSSNB	School Support Staff Negotiating Body

STA	School Travel Adviser
StAR	Strategic Area Review
STEPS	Short Term Education and Personal Support
STP	School Travel Plan
STPRB	School Teachers Pay Review Body
SWAN	Schools with Additional Needs
SWAP	Street Workers Advice Project
TA	Tetaching Assistant
TADO	Teaching Assistant Development Officer
TDA	Teaching and Development Agency for Schools
TEC	Training and Enterprise Council
TEN	The Education Network
TLR	Teaching and Learning Responsibilities
TP	Teaching Practice
TTA	Teacher Training Agency
UCAS	Universities and Colleges Admissions Service
UMIST	University of Manchester Institute of Science and Technology
UNISON	Union of Public Employees (formerly NALGO and NUPE)
VA	Voluntary Aided (schools)
VC	Voluntary Controlled (schools)
VI	Visually Impaired
VOICE	(formerly Professional Association of Teachers)
WAMG	Workforce Agreement Monitoring Group
WBCL	Work Based and Community Learning
WRL	Work Related Learning

GLOSSARY OF EDUCATIONAL TERMS

The following terms may be encountered by School governors, during the course of their work for their schools. The definitions provided seek to explain terminology as simply as possible. They are intended to be helpful and should not be regarded as legal statements nor as definitive.

ACE

Advisory Centre for Education - a national, non-profit making organisation, which campaigns for, and offers advice to parents and others on educational issues.

Action Plan

The Plan a school has to prepare, after each Ofsted Inspection, in response to the key issues highlighted in the Inspection Report, which indicate where progress needs to be maintained or made. The Action Plan has to be approved by the governing body and accepted by Ofsted.

Admissions

The offering of school places to pupils, either at the commencement of their primary education, or at the commencement of their secondary education, or at any time when parents seek to transfer their children between schools.

Admission Appeal

The process whereby parents may appeal for a reconsideration of a decision not to admit their children to schools of their choice. The appeal may be to the Local Education Authority in the case of Community and Voluntary Controlled schools, and to the governing body of voluntary aided schools and foundation schools.

Admission Authority

The body responsible for setting the admission criteria and determining admission to schools – this may be the governing body or the local authority, depending on the type of school.

Admission Number

The number of places available in Year R in primary schools and Year 7 in secondary schools as agreed by the governing body. In community and voluntary controlled schools, if any places below this number are unfilled, no child applying for admission can be refused.

Adviser (now School Improvement Officer)

An employee of the LEA who is employed to advise schools in the improvement of staff selection, the curriculum, organisation, staff development, the quality of teaching and learning and to provide general guidance.

Age Group

The children in a school, whose birthdays fall within a twelve month period commencing on 1 September of one year and finishing on 31 August the following year. Better known as the Year Group.

Agreed Syllabus

The non-denominational syllabus for Religious Education to be followed in Community and the Voluntary Controlled schools, as agreed by the Local Education Authority, after having followed necessary statutory consultative processes through SACRE.

Ancillary Staff

The employees of a school, who are not teachers but who assist with classroom work eg laboratory, technology and nursery assistants.

Annual Review

A yearly meeting when the needs of pupils with Special Educational needs are reconsidered.

Appraisal

The assessment of the performance of headteachers, deputy headteachers and teachers, conducted in accordance with statutory regulations.

Assessments

Used in special educational needs to describe the process by which a child's educational needs are determined.

Asset Management Plan

A strategic plan that identifies the condition, suitability and sufficiency of the assets in the Authority's ownership.

Attainment Targets

The levels of knowledge, skills and understanding pupils of different ages are expected to achieve in each core and foundation subject of the National Curriculum.

Audio-Visual Aid

Any non-book teaching material, used as a teaching aid and now usually includes electronic equipment.

Audit

The checking and verifying of financial accounts and procedures.

Authorised Absences

The occasions pupils are unavoidably prevented from attending school, or when pupils do not attend school, with the approval of their school.

Authority

An abbreviation of 'Local Authority' or 'Local Education Authority'

Banding

The organisation of pupils into broad bands of comparable ability for teaching purposes

Basic Curriculum

The combination of Religious Education, the three Core subjects (English, Mathematics & Science) and the other foundation subjects of the national curriculum.

Ex Officio

Able to attend meetings by virtue of holding a particular office

Exclusion

The instruction of a headteacher debarring a pupil from attending school for either a limited period (called 'fixed term exclusion') or permanently (called 'permanent exclusion'). The action of the headteacher in all such cases can be the subject of an appeal by the pupil's parents and whenever a child is excluded for more than fifteen days in one term, is subject to the review of the Governing Body and of the Local Education Authority.

Extended schools/services

Schools that provide a range of services and activities often beyond the school day to help meet the needs of its pupils, their families and the wider community.

Falling Rolls

A reduction in the number of pupils enrolling at a school.

Financial Year

The twelve months running from 1 April to 31 March

Form 7

A DfEE form, returned by every school each January, providing statistical data about the number of pupils on roll,

the number of staff and the organisation of the school, information which is also used by the Local Education Authority when calculating the allocation of the Individual School's Budget.

Formula Funding

The method by which the Local Education Authority calculates funds to be allocated to each school.

Form of entry

Number of classes that a school admits each year

Foundation governor

A governor appointed by the foundation body of a Voluntary school.

Foundation schools

LA maintained schools in which the governing body is the employer, owns the land and buildings and sets the admission criteria.

Foundation special schools

Subjects chosen by pupils, usually to be studied in the last two years of statutory education, Years 10 and 11 prior to public examination.

Outturn Statement

The identification of what a school anticipates spending or did actually spend by the end of the financial year.

Pastoral Care

In church schools, the phrase has a special meaning relating to the spiritual welfare of the pupils but more commonly the term is now used to describe the person and individual support of pupils in all schools.

Performance Indicators (Success Criteria)

A term for information which helps to determine how well an organisation or a person is performing usually applied to facts which are easily obtained and identified and which indicate a professional evaluation or assessment.

Peripatetic Teachers

Teachers employed to teach in a number of schools usually giving specialist support to individual pupils or in particular subjects or activities (ie music)

Person Specification

A summary of both the essential and the desirable characteristics the candidate for an appointment will be expected to have.

Phonic Approach

A method of teaching reading by concentrating on the sounds of letters and groups of letters rather than letter names.

Playgroup

A voluntary group, which caters for children of pre-school age and is subject to the supervision of the Social Services Department.

Portage

A home visiting service which offers support and advice to families with a child who has special needs.

Prescribed

As laid down by regulations and for which the synonym 'required' is more commonly used, that which is prescribed by Regulations being 'requirements'.

Profile Components

Groups of attainment targets brought together for the purpose of assessment, monitoring and reporting.

Pupil Teacher Ratio

The number of pupils to each teacher in a school, calculated on the basis of the number of pupils divided by the number of teachers.

Pupil Profile

An evaluation of a pupils performance and achievements which takes into account more than, but also includes, examination and assessment results.

Quorum

The minimum number required to be present at a meeting, before decisions can be taken.

RAISEonline

Reporting and Analysis for Improvement through School Self-Evaluation is a web-based system to disseminate school performance data to schools.

Reading Age

A pupil's ability to read expressed in terms of the average ability displayed by children of the same age or of various other ages.

REAL Trust

Rochdale Education and Learning Trust – a vehicle for collaboration, professional and curriculum development.

Record of Achievement

A document summarising the achievements of a pupil's school career, including achievements in the classroom, in extra curricular activities, and in personal development.

Register of Pecuniary Interest

The requirement within the Local Education Authority's scheme for devolved funding, that each governing body shall keep a record, in respect of each of its members and of school staff with significant responsibilities, of all business interests, significant share holdings and close family or personal ties with any business that might have dealing with the school.

Resolution

A formal decision which has been proposed, seconded and agreed – not necessarily by a vote – at a meeting.

SACRE

The Local Education Committee's Standing Council for Religious Education, which is required by law to appoint, so that it can consult the Churches and representatives of other religions in the community on matters relating to religious Education and Collective Worship, in Community and Voluntary Controlled schools.

School Attendance Order

A court order, obtained by the Local Education Authority, and served upon parents who fail to ensure their children are given an efficient full time education.

School Development Plan

The management tool by which the headteacher, staff and governing body of a school determine, agree and review future changes in all aspects of the school's development, improvement and organisation.

Schools Forum

A Schools Forum has been established in each LA area to advise on the allocation of the funding for schools: the majority of places on this body should be filled by governors and headteachers (and preferably in equal numbers).

School Standards and Framework Act 1998

The legislation sometimes referred to as the SSFA by which the composition of governing bodies, the funding of schools and the drive for school improvement has been revised.

Secondment

The release of staff on a temporary basis for work elsewhere.

Section 52 Statement

The statement published each year, setting out the Local Education Authority's planned Local Schools Budget and showing the amounts to be centrally retained, the budget share of each school and the formula applied to calculate those shares.

Setting

A system of organising pupils into ability groups.

Sibling

A brother or sister.

SIMS

The acronym for School Information Management System, the computer administration and record keeping programme in nearly every school in the authority.

Special Educational Needs

A term applied to the educational requirements of those children who for intellectual, physical, sensory, social, psychological or emotional reasons, experience learning difficulties significantly greater than those of the majority of children their age.

Special school

Schools that make special educational provision for pupils with statements of special educational needs (SEN), whose needs cannot be fully met from within mainstream provision.

Specialist school/college

All maintained schools may apply for specialist status, allowing them to have a special focus on a chosen subject area, whilst meeting National Curriculum requirements.

Special Unit

A unit attached to a mainstream school to cater for children with specific special needs.

Statementing

The procedure by which a child is formally assessed under the 1996 Education Act as having significant special educational needs.

Streaming

The organisation of a school, whereby pupils in each year group are placed in different classes, according to ability.

Supply Teacher

A teacher employed by a school, either to fill a temporary vacancy or to replace a teacher who is absent for a period of time.

Suspension

The term applied to the process by which a headteacher or governing body acting in accordance with agreed personnel codes temporarily relieves a member of staff of their duties.

Syllabus

The programme of study in a given subject.

Technology College Status

A scheme by which a secondary school negotiates sponsorship and additional funding and receives approval from the Secretary of State for a change in its categorisation and Instrument of government. Also applies to secondary schools which become Language Colleges.

Trust Deed

The original deed of benefaction which established a school and determined its character, applicable to Church schools.

Trust Schools

Foundation schools with a foundation body established under the Education and Inspections Act 2006 – the foundation body may appoint either a minority or a majority of the governing body.

Unauthorised Absence

When pupils are not present in school, without their school being given a reasonable explanation in advance.

Value Added

Progress schools help pupils make relative to their individual starting point.

Vertical grouping

Classes formed (in primary schools) with children of different age groups.

Virement

The transfer of money from one budget heading of expenditure to another.

Voluntary Aided School

A school which is owned by a foundation usually a Diocese or religious order and which is organised in accordance with the founding Trust Deed but which is maintained by the Local Education Authority.

Voluntary Controlled

A school of which the character as determined by funding Trust Deed, is protected in terms of some staffing appointments, religious education and collective worship but which is owned and maintained by the Local Education Authority.

Work experience

A planned programme as part of careers education, which enables pupils in school time to sample experience of a working environment of their choice.