

Jargon-buster (key people and services)

Child and Adolescent Mental Health Service (CAMHS for short):

There are lots of different people who work for CAMHS, including doctors, therapists, mental health nurses and support workers. The role of CAMHS is to understand and support CYP's mental health. CAMHS are also involved in the identification and diagnosis of neurodevelopmental differences, such as ADHD or Autism.

Educational Psychologist (EP for short):

EPs work with CYP of all ages. It is their job to understand how CYP learn and behave. EPs work with schools and colleges to help staff understand any difficulties your child might have and how to overcome these difficulties with support. The EP will listen to your views and try to understand your child's strengths and difficulties.

Family liaison officer:

A family liaison officer works closely with parents/carers to help with any difficulties they may have in supporting their children, both at home and in school. They are often a listening ear in school for parents/carers, and can help to put them in touch with other professionals or groups. They may also offer support to CYP in school.

Occupational Therapist (OT for short):

OTs are trained to give advice and recommendations on activities, equipment and adaptations (changes) to the environment to support the learning or social development of people with physical, emotional or behavioural needs.

Paediatrician:

A doctor who specialises in children's health.

Parent/carer advocate:

Advocates work with parents/carers and CYP. It is their job to help you to express your views and wishes and to understand your rights. They will work with you to offer the kind of support you need. Advocates might, for example, attend meetings with you or help you with paperwork and making decisions. The role of an advocate is **not** to tell you what they think you should do, to judge or make decisions for you.

Pastoral worker or team:

Staff who work in pastoral roles in schools or colleges work together with CYP, teaching staff and parents/carers to support pupils to overcome barriers to learning. They might provide 1:1 or small group intervention (e.g. mentoring) or more informal support around CYP's wellbeing.

Social Worker:

A Social Worker's job is to support CYP and families through difficult times and make sure everyone is safe and well. Social Workers work together with you,

your child(ren) other professionals to support your home life. They might visit your child at home or at school or college to see how they are doing and listen to their views.

Special Educational Needs Coordinator (SENCo for short):

This is the person who is responsible for making sure that if your child has any additional needs or difficulties, they get the support they need. They work closely with other professionals and will meet with teacher(s) or tutors to make sure that everyone understands what to do to help your child.

The Special Educational Needs (SEN) Team:

The SEN team works for the local authority. They manage the process around Education, Health and Care (EHC) assessments and plans. The SEN team may also meet with parents and carers of CYP with SEND, and with CYP themselves.

Speech and Language Therapist (SALT for short):

A Speech and Language Therapist works with CYP to help them with their language and communication skills – for example, understanding and using words and talking to adults and peers. They help staff understand the best way to communicate you're your child and to help them understand.

Jargon Buster (key terms)

ABI

Acquired Brain Injury

Academy

A state-funded school which reserves its funding from and is owned and controlled by central government, not a local authority.

Access Arrangements

Special arrangements or adjustments which a small number of pupils are entitled to in their exams. This might include additional time, completing the exam in a different place, a scribe or reader.

ADD

Attention Deficit Disorder

ADHD

Attention Deficit Hyperactivity Disorder

Advice

Written reports from parents, teachers and other practitioners on a child's special educational needs and disabilities

Annual Review

A meeting held once per year (or every 6 months for children under the age of 5 years) who have an Education, Health and Care Plan (EHCP). The Annual Review

is a meeting to discuss the child's needs, progress and support in place. Note an EHCP is the new term for a Statement.

AP

Alternative Provision. AP refers to settings or organisations that teach or support children and young people who are not in mainstream schools or specialist settings.

ASC

Autistic Spectrum Condition.

ASD

Autistic Spectrum Disorder.

APDR

Assess, plan, do, and review. This is a cycle where professionals, parents/carers, children and young people work together to find out about a child's strengths and difficulties (assess), make a plan (plan), put the plan in place (do), and meet to see how things are going (review). This is known as the graduated approach.

Apprenticeship

A paid job that includes training, leading to nationally recognised qualifications.

Assessment

Finding what's going on – a child's strengths and difficulties. This might be through observation, tests or talking to the child and people who know the child well.

Background information

A child or young person's story so far.

BSL

British Sign Language

Care Plan

A record of the health and/or social services being provided to a child or young person.

CCG

Clinical Commissioning Group

C&F Act (Children & Families Act 2014)

An Act which reforms legislation to introduce changes that affect how children and young people with special educational needs and disabilities get the services and support they need.

Code or CoP (Code of Practice 2015)

The Code of Practice is a document designed to help families, schools, local authorities, health services and other organisations make effective decisions

regarding children with special educational needs and disabilities. This contains statutory guidance on the Children and Families Act 2014.

Cognitive

Thinking and learning

Commissioning

When someone is paid to deliver a service

Commissioners

The people responsible for contracts with service providers.

Co-Production

Equal partnership working between service providers, those who receive services and their families.

DLA

Disability Living Allowance

DfE

Department for Education

Early Years

Birth to 5 years old

Early Years Provider

A provider of early education places for children under five. This can include state funded and private nurseries.

EHA

Early Help Assessment – this used to be called a CAF.

EHE

Elective Home Education. Also known as 'home schooling'. EHE refers to children and young people who are educated at home as this is the preference of their parents/carers. EHE means that a child or young person will not be on roll at any school.

EYFS

The Early Years Foundation Stage. This is the statutory framework for children in pre-school settings and in reception classes, up to their fifth birthday.

Emotional regulation

Dealing with difficult feelings

Emotional dysregulation

Finding it hard to manage difficult feelings. Getting upset/frustrated/worried/sad.

FE

Further Education. This means full or part-time education for people over compulsory school age. FE includes colleges, sixth form colleges, specialist colleges and adult education institutes. It does not include universities.

Free School

A type of Academy

GDD

Global Development Delay

Graduated approach

The graduated approach refers to SEN Support in place in schools following cycles of assess-plan-do-review (see APDR section above).

HI

Hearing impairment

IEP

Individual Education Plan. This is where schools record the support your child or young person needs. It can also be called an ILP (individual learning plan), pupil passport or a provision map.

Inclusion

When anyone, regardless of any difficulties or differences, is welcomed and supported to be involved and to engage in learning and activities together.

Independent School

A school that is not maintained by a local authority.

EHCP/ EHC

An education, health and care plan is a legal document which describes a child or young person's special educational needs, the support they need, and what they would like to achieve. An EHCP can only be issued after a child or young person has gone through the process of an EHC Needs Assessment. If an EHC Needs Assessment takes place, the local authority will make a decision as to whether an EHCP is needed for the child or whether the child's needs can be met in school without it.

Key person

Someone who provides children, young people and parents with a single point of contact to help make sure the support they receive is co-ordinated.

Key Stage (KS)

A stage of education. Key Stages are separated by age groups as follows:

- Key Stage 1 (KS1): Years 1 and 2 (ages 5-7)
- Key Stage 2 (KS2): Years 3-6 (ages 7-11)
- Key Stage 3 (KS3): Years 7-9 (ages 11-14)

- Key Stage 4 (KS4): Years 10 and 11 (ages 14-16)
- Key Stage 5 (KS5): Years 12-13 (ages 16-18) *often completed in colleges.

Local authority/authorities

Local authorities are administrative offices which provide services within their local areas. There are 152 across England which are education authorities.

Local Offer

A directory/website which shows the provision available in the local area for people with SEND.

LAC

Looked after Children. Other terms you may see include 'CfC' (Cared for Children), CLA (Children Looked After) or CiC (Children in Care). All these terms refer to children under the age of 18 years who are cared for by children's services.

LSA

Learning Support Assistant, also called a Teaching Assistant ("TA").

Mainstream school

This is a primary or secondary school that provides education for all children, whether or not they have special educational needs or disabilities. (DfE).

Mediation

This is a way of trying to resolve any disagreement or conflict. Sometimes a trained professional takes on this role. Mediation is offered to parents/carers in relation to EHC assessment/plans if an agreement cannot be made.

MLD

Moderate learning difficulties. This is not a legal term but you may see it used in the description of a school or setting.

Multiagency

Involving professionals from different services and groups (e.g. from education, health and/or social care).

National Curriculum

This is the framework which sets out standards and levels of achievement for children's education.

NEET

Not in Education, Employment or Training.

OCD

Obsessive Compulsive Disorder

ODD

Oppositional Defiance Disorder

OFSTED

Office for Standards in Education, Children's Services and Skills. OFSTED inspect and regulate schools, settings and services which care for children and young people of all ages.

Outcomes

Best hopes and goals for the future.

'P' Levels

Performance levels used to assess a child who is not yet working within the national curriculum levels of attainment (working below national curriculum levels).

Panel

A decision making group who meet to decide on services and assessments (e.g. EHC assessment).

Parent Carer Forum

A Parent Carer Forum is a representative local group of parents and carers of disabled children 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.

Personal Budget

A Personal Budget is an amount of money that is identified to meet some of the needs and outcomes described in an EHCP. During the EHC assessment process, or when an EHCP is reviewed, parents/carers or a young person (over the age of 16) can request a personal budget to support some of the outcomes in the EHCP.

PMLD

Profound and Multiple Learning Difficulties.

Portage

Home-based educational support for pre-school children with SEND.

PfA

Preparation (or Preparing) for Adulthood (14-25).

Provision

What will help your child or young person?

PRU

Pupil Referral Unit – for children who need to be educated out of school, often because they have been excluded.

Pupil Premium

Funding which is provided to all maintained schools in England to help improve the attainment and wellbeing of disadvantaged pupils.

Reasonable adjustments

Reasonable adjustments are changes schools and other settings are required to make to help people with SEN. This could include creating a ramp so that students can enter a classroom, providing equipment, or extra support from specialist teachers.

SEMH

Social Emotional and Mental Health Needs.

SEND

Special Educational Needs and Disability. Anything additional to or different from what children and young people of the same age generally need.

SEN Information Report

All schools must publish on their websites information about their policy and arrangements for supporting children with SEN. This must be kept up to date.

SEN Support

SEN support is a broad term which refers to any help for children and young people with SEND that is additional to or different from the support generally made for other children of the same age.

The purpose of SEN support is to help children achieve the outcomes or learning objectives that have been set for them by the school. Schools should involve parents/carers and children and young people in this process.

SEN support replaces Early Years Action/Action Plus and School Action/Action Plus.

SENDIASS

Special educational needs and disabilities independent advocacy support service

Setting

School, college, nursery, childminder etc.

Special School

A school which is specifically set up to make special educational provision for pupils with SEN. Special schools will cater for different needs.

Supported Internship

This is a structured study programme, based with an employer that is tailored to the individual needs of the young person which will equip them with the skills they need for the workplace. Supported internships are generally available for young people with EHCPs.

TAF

Team around the family.

Transition

When a young person moves from class to class, year group to year group, a different setting or child to adult services.

Traineeship

A programme for young people who want to work but who need extra help to gain an apprenticeship or a job.

Tribunal

An independent body which hears appeals against decisions made by the local authority on statutory assessments & EHCPs.

VI

Visual impairment