



## Key Abbreviations, Acronyms and Definitions

Please note that while much of the terminology listed here applies to schools in both England and Wales, some of this content, such as Pupil Premium, is only used in the English school system.

Governors Cymru Services have created a [jargon buster document](#) that is specific to the Welsh school system.

### A

	Definition	Anything else you might need to know
AfL	Assessment for Learning	This describes a process whereby teachers are constantly assessing what pupils can do and what they need to do to progress their learning.
AIP	Academy Improvement Plan	Document setting out strategic approach to school improvement in an academy.
AoA	Articles of Association (Academies)	The articles set out the charitable purpose of the trust and its governance structure.
AP	Alternative Provision	AP settings are places that provide education for children who can't go to a mainstream school. This may include a pupil referral unit (PRU)
ARE	Age Related Expectation	
ASCL	Association of School and College Leaders	Trade union for school, college and trust leaders.
ASD	Autism Spectrum Disorder	
ASP	Analyse School Performance	Online tool schools use to review their performance data. Governors can access this via a secure DfE login, but the school must approve the access first.
Attainment 8	An academic performance measure used at secondary school, which measures pupils' attainment across 8 qualifications.	Read more about Attainment 8 and how it is calculated <a href="#">here</a> .

### B

	Definition	Anything else you might need to know
BAME/BME	Black and/or Minority Ethnic	

BTEC	Business and Technology Education Council qualification	
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C

	Definition	Anything else you might need to know
CAF	Common Assessment Framework	A tool that agencies use to assess if children and families need extra support
CAMHS	Child and Adolescent Mental Health Services	NHS services that assess and treat young people with emotional, behavioural or mental health difficulties. Read more <a href="#">here</a> .
CIC / CLA	Children in Care/Children Looked After	May also appear in some places as LAC (Looked After Children). You can read more about this <a href="#">here</a> .
CEOP	Child Exploitation and Online Protection	Law enforcement agency designed to keep children and young people safe from sexual exploitation and abuse.
CIF	Condition Improvement Fund	Fund available to eligible schools to address significant condition needs, e.g. to address health and safety issues, building compliance and buildings in poor condition. Read more <a href="#">here</a> .
CME	Children Missing Education	Children of compulsory school age not attending school or an AP setting, and those who have been absent from an education setting for an extended period of time. Read more <a href="#">here</a> .
CPD	Continuing Professional Development	

D

	Definition	Anything else you might need to know
DBS	Disclosure and Barring Service	Criminal record check to help determine suitability to work with children.
DFC	Devolved Formula Capital	Funding to help schools maintain and improve the condition of its buildings, grounds and infrastructure. Read more about it <a href="#">here</a> .
DfE	Department for Education	Responsible for children’s services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England. Read more <a href="#">here</a> .
DPO	Data Protection Officer	An appropriately senior member of staff who will help make sure the school is compliant with data protection laws. Read more <a href="#">here</a> .
DSG	Dedicated Schools Grant	Funding paid to the Local Authority for distribution to schools as their main funding source. Read more about school funding <a href="#">here</a> .
DSL	Designated Safeguarding Lead	An appropriately senior member of staff who will take responsibility for safeguarding and child protection, including online safety.

**E**

	Definition	Anything else you might need to know
EAL	English as an additional language	You might also see this as English as a second language (ESL).
EBacc	English Baccalaureate	An academic performance measure used at secondary school to give a score to students based on how they perform in exams for a number of subjects. Read more <a href="#">here</a> .
EBD	Emotional and Behavioural Difficulties	
ECT	Early Career Teacher	Refers to those in their first 2 years in teaching, during which time they get additional support. The term early career teacher (ECT) has replaced newly qualified teacher (NQT).
EHCP	Education and Health Care Plan	Document outlining a child or young person's special educational, health, and social care needs. Read more <a href="#">here</a> .
EIF	Education Inspection Framework	Sets out how Ofsted inspects education settings. Read more <a href="#">here</a> .
ELG	Early Learning Goals	Statements that describe the attainment level pupils should have reached by the end of EYFS, i.e. at the end of their Reception Year. Read more <a href="#">here</a> .
EP	Educational Psychologist	
ESFA	Education and Skills Funding Agency	Agency accountable for funding education and skills for children, young people and adults. Read more <a href="#">here</a> .
EWO	Education Welfare Officer	Works with schools and families to ensure that every school age child is receiving a suitable, full-time education by encouraging regular attendance at an educational setting.
EYFS	Early Years Foundation Stage	Covers the period from birth to 5.

**F**

	Definition	Anything else you might need to know
FFT	Fisher Family Trust	Charity that provides data analysis tools and resources to schools. Read more <a href="#">here</a> .
FGB	Full Governing Body	
FGM	Female Genital Mutilation	Procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. It is illegal in the UK and is a form of child abuse.
FSM	Free School Meals	Pupils can access free school meals if their parents receive certain benefits. See also UIFSM.

**G**

	Definition	Anything else you might need to know
GAG	General Annual Grant	Main funding source for academies. Read more <a href="#">here</a> .

GCSE	General Certificate of Secondary Education	Qualification taken by pupils around the age of 16.
GIAS	Get Information About Schools	Website anyone can use to get some basic overview information of schools, including governance details. Read more <a href="#">here</a> .
GRT	Gypsy, Roma and Traveller	

## H

	Definition	Anything else you might need to know
HLTA	Higher Level Teaching Assistant	Teaching Assistant who has undertaken additional training to take on greater responsibility, such as leading classes on occasion.
HMCI	His Majesty's Chief Inspector	The Head of Ofsted
HNF	High Needs Funding	Additional funding provided to support pupils with SEND. Read more <a href="#">here</a> .

## I

	Definition	Anything else you might need to know
INSET	In-Service Training Day	
ITT	Initial Teacher Training	Common pathway to becoming a qualified teacher. Read more <a href="#">here</a> .

## K

	Definition	Anything else you might need to know
KPI	Key Performance Indicator	Performance measure used by an organisation
KS1	Key Stage 1	Years 1 and 2 where pupils are aged 5-7
KS2	Key Stage 2	Years 3,4,5 and 6 where pupils are aged 7-11
KS3	Key Stage 3	Years 7, 8 and 9 where pupils are aged 11-14
KS4	Key Stage 4	Years 10 and 11 where pupils are aged 14-16
KS5	Key Stage 5	Years 12 and 13 where pupils are aged 16-18

## L

	Definition	Anything else you might need to know
LA	Local Authority	
LAC	Looked After Child	May also appear in some places as CIC/CLA (Children in Care/Children Looked After). You can read more about this <a href="#">here</a> .
LADO	Local Authority Designated Officer	The LADO is responsible for managing allegations against adults who work with children and must be contacted should an allegation of harm, risk or criminal offense arise.
LSA	Learning Support Assistant	Similar role to a TA (Teaching Assistant), but an LSA typically supports a particular child with specific needs on a 1:1 basis. This term can often be used somewhat interchangeably in schools though.

## M

	Definition	Anything else you might need to know
MAT	Multi Academy Trust	
MFL	Modern Foreign Languages	
MLD	Moderate Learning Difficulty	
MPS	Main Pay Scale	Main pay scale for class teachers, ranging from M1 (lowest) to M6 (highest). Read more <a href="#">here</a> .

## N

	Definition	Anything else you might need to know
NAHT	National Association of Head Teacher	School leaders' union
NASUWT	National Association of Schoolmasters Union of Women Teachers	Teachers' union
NC	National Curriculum	Sets out the programmes of study and attainment targets for all subjects at all 4 key stages. Read more <a href="#">here</a> .
NEU	National Education Union	Union for education professionals
NGA	National Governance Association	Membership organisation for governors, trustees and clerks of state schools in England that provide a range of support and resources. Read more <a href="#">here</a> .
NLG	National Leaders of Governance	Highly effective chairs of governors, trustees and governance professionals, designated by the DfE to support governance improvement in trusts and schools. Read more <a href="#">here</a> .
NOR	Number on Roll	Number of pupils currently enrolled at the school.
NPQ	National Professional Qualification	Qualifications designed to support the professional development of teachers and leaders. Read more <a href="#">here</a> .

## O

	Definition	Anything else you might need to know
Ofsted	Office for Standards in Education, Children's Services and Skills	Ofsted inspect services providing education and skills for learners of all ages. They also inspect and regulate services that care for children and young people. Read more <a href="#">here</a> .
OT	Occupational Therapist	Provide support to improve someone's ability to do everyday tasks if they are having difficulties. This may include assessing and supporting both pupils and staff.

## P

	Definition	Anything else you might need to know
PAN	Published Admission Number	Maximum number of pupils that the admission authority will admit to each year group
PEP	Personal Education Plan	Record of how professionals working with looked after children will support their educational outcomes and achievement.
PGCE	Postgraduate Certificate in Education	1-2 year course graduates can undertake to become teachers. Read more <a href="#">here</a> .
PMR	Performance Management Review	
PPA	Preparation Planning and Assessment time	Time allocated to teachers each week to have out of class to carry out essential job functions. Read more <a href="#">here</a> .
PP / PPG	Pupil Premium (Group)	Funding to improve education outcomes for disadvantaged pupils. Read more <a href="#">here</a> .
Progress 8	An academic performance measure used at secondary school designed to capture the progress that pupils in a school make from the end of primary school to the end of KS4	Read more about Progress 8 and how it is calculated <a href="#">here</a> .
PRU	Pupil Referral Unit	A type of setting that provides education for children who can't go to a mainstream school. See also AP (Alternative Provision). Read more <a href="#">here</a> .
PSHE	Personal, Social, Health and Economic education	
PTA	Parent Teacher Association	Organisation that brings together parents, teachers and children to raise funds and strengthen the school community. Money raised is usually spent on things that the school budget does not cover. May also be called a Friends of [school name].

## Q

	Definition	Anything else you might need to know
QTS	Qualified Teacher Status	Legal requirement to teach in a maintained school or non-maintained special school in England. Teachers in academies don't have to hold QTS, but many trusts see this as desirable. Read more <a href="#">here</a> .

## R

	Definition	Anything else you might need to know
RI	Requires Improvement	One of the judgements Ofsted may award a school after a graded inspection. Part of a 4-point grading scale that includes grade 1 – outstanding, grade 2 – good, grade 3 – requires



		improvement and grade 4 – inadequate. Read more <a href="#">here</a> .
RE / RDfED	Regional Director / Regional Department for Education	Regional directors work locally across children’s social care, SEND, schools and area-based programmes to improve outcomes for children, families and learners. Read more <a href="#">here</a> .
RSE	Relationships and Sex Education	

## S

	Definition	Anything else you might need to know
SAT	Single Academy Trust	
SATs	Standard Assessment Tests	National assessments that take place towards the end of Key Stage 1 (Year 2) and Year Key Stage 2 (Year 6) to give information on attainment and progress. Read more <a href="#">here</a> .
SCR	Single Central Record	Statutory record of pre-appointment checks carried out for all staff as part of safeguarding measures. Read more <a href="#">here</a> .
SDP	School Development Plan	Document setting out strategic approach to school improvement. See also SIP (School Improvement Plan).
SEF	Self-Evaluation Form	Identifies school strengths and weaknesses
SENCO	Special Educational Needs Coordinator	Member of staff who supports teachers in assessing, planning and monitoring the progress of children with special educational needs and disabilities (SEND). The SENCO must hold QTS (Qualified Teacher Status).
SEND / SEN	Special Educational Needs and Disabilities / Special Educational Needs	
SFVS	Schools Financial Value Standard	Maintained schools must submit this to the LA. This helps manage finances and provide assurance they meet the standards necessary to achieve good financial health and resource management. Read more <a href="#">here</a> .
SIP	School Improvement Plan	Document setting out strategic approach to school improvement. See also SDP (School Development Plan).
SLA	Service Level Agreement	Documented agreement between a service provider and the school
SLD	Severe Learning Difficulties	
SLT	Senior Leadership Team	
SoD	Scheme of Delegation	Document used in a Multi Academy Trust that sets out the responsibilities of the Trust board and any committees, including local academy committees. These are specific to each Trust.
SPaG	Spelling, Punctuation and Grammar	
STA	Standards and Testing Agency	Agency of the DfE that’s responsible for creating assessment and moderation

		processes to measure and monitor pupils' progress and attainment through primary school from reception to the end of key stage 2 (KS2). Read more <a href="#">here</a> .
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## T

	Definition	Anything else you might need to know
TA	Teaching Assistant	Similar role to a LSA (Learning Support Assistant), but a TA typically supports the whole class or groups of pupils. This term can often be used somewhat interchangeably in schools though.
TLR	Teaching and Learning Responsibilities payments	Payment to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. Read more <a href="#">here</a> .
TUPE	Transfer of Undertakings (Protection of Employment)	Applies when staff in schools transfer from one employer to another, for example when a maintained school converts to an academy and staff transfer from the Local Authority as the employer to the Trust.

## U

	Definition	Anything else you might need to know
UIFSM	Universal Infant Free School Meals	Provides funding for all government funded schools to offer free school meals to pupils in reception, year 1, and year 2. Read more <a href="#">here</a> .
UPR / UPS	Upper Pay Range / Upper Pay Scale	Upper pay scale for class teachers, ranging from U1 (lowest) to U3 (highest). Read more <a href="#">here</a> .
URN	Unique Reference Number	Number assigned to each individual school.

## V

	Definition	Anything else you might need to know
VA	Voluntary Aided	Linked to a variety of organisations, often those of religious character. The governing body employs staff and decides admission arrangements.
VC	Voluntarily Controlled	Almost always faith schools, with the lands and buildings often owned by a charitable foundation. However, the local authority employs the schools' staff and has primary responsibility for admissions.
VI	Visually Impaired	
Virement		Process of transferring items from one budget heading to another.