Abbreviations in education

| Term | definition |
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| AP | Alternative provision.  Settings that cater specifically for pupils who are unable to attend mainstream school due to exclusion, illness or other reasons. |
| ASP | Analyse school performance.  An online tool that helps schools compare their pupils' results and progress with similar schools nationally. |
| CAMHS | Child and Adolescent Mental Health Services.  Provides support and treatment for young people with mental health difficulties. |
| CME | Children missing education.  Children of compulsory school age who are not registered at a school and are not receiving suitable education otherwise than at a school. |
| CPD | Continuing professional development.  The ongoing training and learning activities that staff undertake to improve their skills and knowledge. |
| DBS | Disclosure and Barring Service.  A public body that carries out checks on individuals to make sure they’re suitable to work with children and vulnerable adults. |
| DPO | Data protection officer.  The person in your school, or an external data protection adviser, who takes responsibility for monitoring data protection compliance. |
| [DSL/ DDSL](https://schoolgovernors.thekeysupport.com/school-staff/staffing-structures-and-change/staff-roles-and-responsibilities/role-of-the-designated-safeguarding-lead/) | Designated safeguarding lead/ deputy designated safeguarding lead.  This role must be held by a senior member of staff in every school. They're responsible for safeguarding and child protection and support other staff members to carry out their own safeguarding duties. |
| EAL | English as an additional language.  Where a pupil's first language is not English, or more than 1 language is spoken in their home. |
| EBacc | English Baccalaureate.  A performance measure in secondary schools based on the number of pupils who are entered for qualifications in English, maths, sciences, a language and either geography or history. Schools are also measured on how well pupils do in these subjects. |
| [ECT](https://schoolgovernors.thekeysupport.com/school-staff/staff-recruitment/recruitment-teachers/early-career-teacher-ect-induction-summary/) | Early career teacher.  Teachers taking part in a 2-year early career induction provided by your school(s). They have a reduced teaching timetable during this time. |
| [EGM](https://schoolgovernors.thekeysupport.com/the-governing-body/meetings/meeting-procedures/extraordinary-meetings-of-the-governing-board/) | Extraordinary general meeting.  A meeting convened outside of the normal schedule, usually to discuss urgent matters that can't wait until the next scheduled meeting. |
| EHC plan (or EHCP) | Education, health and care plan.  A statutory document drawn up by the local authority, setting out the education, health and social care support to be provided to a child or young person with SEN or a disability. |
| ELSA | Emotional literacy support assistant.  A trained member of staff who provides emotional and social support to pupils. |
| EP | Educational psychologist.  Trained psychologists who specialise in child development and will visit schools to assess specific pupils. |
| EYFS | Early Years Foundation Stage.  The statutory framework for all early years providers. It “sets the standards that all early years providers must meet to ensure that children learn and develop well”. |
| EYFSP | Early Years Foundation Stage profile.  A statutory assessment of children’s development at the end of the Early Years Foundation Stage. |
| FGB | Full governing body/board.  Your regular governing board meetings may be referred to as 'FGB meetings'. |
| FSM | Free school meals.  Usually refers to pupils who have been eligible for free school meals at any time during the past 6 years (also referred to as 'ever-6'). |
| GCSE | General Certificate of Secondary Education.  A qualification in a specific subject typically taken by pupils aged 14 to 16. |
| GPS | Grammar, punctuation and spelling (also known as ‘SPaG’ – spelling, punctuation and grammar).  Part of the English curriculum. It is assessed as a standalone paper in KS2 SATs. |
| HLTA | Higher level teaching assistant.  HLTAs do all the things regular teaching assistants (TAs) do, but usually have increased responsibility. For example, an HLTA may be asked to teach classes on their own, cover planned absences, and free up teacher time to plan and mark. |
| IEB | Interim executive board.  If a maintained school is judged ‘eligible for intervention’, then the local authority or regional schools commissioner may require an IEB to be put in place of the governing board. The IEB is a “focused group” that normally includes individuals “with financial skills and experience of transformational educational improvement”, according to government guidance on support and intervention in schools. |
| [IRP](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/behaviour-attendance/discipline-exclusions/independent-review-hearings-governor-representation/) | Independent review panel.  A panel that reviews the governing board’s decision not to reinstate a pupil after exclusion at the parent/carer’s request. |
| ITT | Initial teacher training.  The training that individuals undertake to become qualified teachers. |
| [KCSIE](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/safeguarding/keeping-children-safe-in-education-summary/) | Keeping Children Safe in Education.  Statutory guidance setting out what schools and colleges should do, and what they must comply with, to safeguard children. |
| KS(1,2, etc.) | Key Stage (1,2, etc.).  The different stages of the National Curriculum (e.g. Key Stage 1 for pupils aged 5 to 7). |
| LA | Local authority.  The local council responsible for education and other services in a particular area. |
| [LAC](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/equality-inclusion/lac-and-previously-lac-role-governors/) | Looked-after children.  Children who are in the care of the local authority. |
| NEET | Not in education, employment or training.  Young people (usually aged 16 to 24) who are not in employment, education or training. |
| [NFF](https://schoolgovernors.thekeysupport.com/school-staff/school-finance/school-funding/national-funding-formula-summary/) | National funding formula.  The formula used to calculate funding for state-funded schools. |
| PAN | Published admission number.  The maximum number of pupils that a school is allowed to admit in each year group. |
| PGCE | Postgraduate Certificate in Education.  A qualification that allows graduates to become qualified teachers. |
| [PP](https://schoolgovernors.thekeysupport.com/school-staff/school-finance/school-funding/quickread-pupil-premium/) | Pupil premium.  Additional funding given to publicly funded schools in England to raise the attainment of disadvantaged pupils. |
| PPA | Planning, preparation and assessment.  Allocated time for teachers to plan lessons, prepare resources and assess pupils' work. |
| PRU | Pupil referral unit.  An alternative education setting that caters specifically for children who are unable to attend mainstream school due to exclusion, illness or for other reasons. |
| PSHE | Personal, social, health and economic education.  A subject that teaches pupils about things like their well-being, relationships and wider society. |
| QTS | Qualified teacher status.  A qualification for those taking up teaching posts in maintained schools and non-maintained special schools in England. Some individuals without QTS may still be employed in teaching posts. |
| RBA | Reception baseline assessment.  An assessment carried out in the first few weeks of reception to measure pupils' starting points. |
| [RSE/RSHE](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/curriculum/school-curriculum/governors-role-in-monitoring-rse/) | Relationships, sex (and health) education.  A subject that teaches pupils about healthy relationships, sexual health and development. |
| SATs | Standard Assessment Tests.  National Curriculum tests administered in years 2 (optional) and 6. |
| SBM | School business manager.  Usually the most senior member of support staff. Their remit varies from school to school, but they often oversee: financial management and control, administrative management for the school, procurement and contract management, strategic budget setting, premises management, health and safety, HR management, payroll and project management. |
| [SCR](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/safeguarding/governors-role-in-monitoring-the-scr/) | Single central record.  A record of employment and suitability checks a school has carried out on staff. The SCR should be kept up to date by staff in the school, while the governing board or academy trust must make sure that the responsible member(s) of school staff are monitoring the SCR. A statutory requirement for all schools. |
| [SDP/SIP](https://schoolgovernors.thekeysupport.com/school-improvement-and-strategy/strategic-planning/school-improvement-planning/role-of-governors-in-school-improvement-planning/) | School development plan/school improvement plan.  A document created by your board and the headteacher that sets out the school's priorities for improvement over the coming year(s). |
| [SEN/SEND](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/send-provision/send-provision/) | Special educational needs/special educational needs and/or disabilities.  A pupil has SEN(D) if they need special educational provision due to a learning difficulty or disability. These terms (SEN and SEND) are often used interchangeably. |
| [SEN(D)CO](https://schoolgovernors.thekeysupport.com/school-staff/staffing-structures-and-change/staff-roles-and-responsibilities/special-educational-needs-co-ordinator-senco/) | Special educational needs (and disabilities) co-ordinator.  The person in a school responsible for co-ordinating provision for pupils with SEN/SEND. |
| [SFVS](https://schoolgovernors.thekeysupport.com/school-staff/school-finance/financial-monitoring-reporting/schools-financial-value-standard-sfvs-summary/) | Schools financial value standard.  A self-assessment tool that helps schools evaluate and improve their financial management. All maintained schools must complete it and submit it to their local authority each year. |
| SLT | Senior leadership team.  A group of senior members of staff who take care of the daily management of the school and can include the headteacher as well as assistant and deputy heads. |
| [SoD](https://schoolgovernors.thekeysupport.com/academies-mats/academy-conversion/how-write-your-scheme-delegation/) | Scheme of delegation.  A document created by a governing board or trust board to set out what it has delegated to its committees or individuals. |
| [STEM](https://schoolgovernors.thekeysupport.com/school-improvement-and-strategy/strategic-planning/values-ethos/how-to-make-stem-a-strategic-priority-in-your-school-or-trust/) | Science, technology, engineering and maths.  Subjects often grouped together when talking about career direction, or (lack of) diversity in a field. |
| STPCD | School Teachers’ Pay and Conditions Document.  Sets out the statutory requirements for teachers’ pay and conditions that maintained schools must follow.  It covers areas including pay ranges and progression, pay allowances, professional responsibilities and working time arrangements. It's updated annually. |
| TA | Teaching assistant.  Staff who support children with their learning activities in the classroom, and work closely with teachers to help pupils learn. |
| TLR | Teaching and learning responsibility.  An additional payment made to some teachers who take on extra responsibilities related to teaching and learning. |
| [UK GDPR](https://schoolgovernors.thekeysupport.com/school-staff/data-protection-and-gdpr/general-data-protection-regulation/) | The UK General Data Protection Regulation.  The law that governs data protection in the UK. It sets out how people's personal data is processed and kept safe, and the legal rights individuals have over their own data. |
| VA | Voluntary aided.  A type of school where the governing board is the employer and is responsible for admissions. They are usually faith schools, and the religious group owns the school's land and buildings and has a majority of members on the governing board. |
| VC | Voluntary controlled.  The school has close links with a religious or other organisation that owns the land and buildings and has input into what the school does, but the local authority is the employer and is responsible for admissions. |
| VSH | Virtual school head.  A senior leader in the local authority responsible for promoting the educational achievement of children in care. |