

Acronyms and abbreviations glossary

ACE	Advisory Centre for Education
ACS	Average class size
ADD	Attention Deficit Disorder
ADHD	Attention Deficit and Hyperactivity Disorder
ADP	Academy development plan
APS	Average point score.
AP	Alternative provider or alternative provision
APAB	Alternative provision advisory board
AR	Accelerated reader
ARC	Audit and risk committee
Articles of Association	The articles of association set out the workings for academies, including the governing body composition
ACE	Arts Council of England – national arts body, providing funding and support for Arts and Culture in England
ASCL	Association of school and college leaders
Asset management	Management of capital funding to improve the condition and suitability of premises
Associate members	Individuals appointed by the governing body - they are not part of the governing body but are allowed to attend meetings and sit on committees and can be given voting powers
Attainment targets	These establish what students of differing ability groups should be expected to achieve by the end of each key stage of the national curriculum – each target is graded into eight levels
AWPU	Age-weighted pupil unit – the sum of money allocated for each student according to age
AQA	Assessment and Qualifications Alliance
Baseline assessment	Assessment of attainment on entry to year 1

BIS	The Department for Business, Innovation and Skills
BAME	Black, Asian and minority ethnic
BoD	Board of directors
BHSF	Corporate health and welfare provider engaged by OAT for for all employees
BSA	Basic Skills Agency
BSF	Building schools for the future
BSP	Behaviour support plan
CAF	Common assessment framework
CAL	Computer assisted learning
CAMHS	Child and adolescent mental health services
Capital expenditure	Spending on new capital projects, improvements and extensions to schools
CAT	Cognitive ability test
Catchment area	The area from which a school / academy takes its students
CBT	Cognitive behaviour therapy
CDC	Child development centre
CFR	Consistent financial reporting
Chair's action	The chair is allowed to take decisions, without asking the governing body if a delay will be detrimental to the school / academy, a member of staff, a student or a parent
Children's Centre	Providers of integrated services for families and young children centres
CEIAG	Careers education, information, advice and guidance
CLFP	Curriculum led financial planning
Competitive tendering	Obtaining quotes or tenders from alternative suppliers before awarding contracts
Core curriculum	English, mathematics and science are studied by all students
COSHH	Control of substances hazardous to health
CPD	Continuous professional development

CRG	Chairs' review group
CPOMS	Child Protection Online Management System – software used to by all OAT schools for monitoring safeguarding, wellbeing and all pastoral issues.
CST	Confederation of School Trusts
CVA	Contextual value-added data
CYPP	Children and young people's plan
CYPSP	Children and young people's strategic partnership
DBS	Disclosure and barring service
DCMS	Department for Culture, Media and Sport
Delegated budget	Money which governors can manage at their discretion
Delegated powers	Authority given to a committee, individual or principal to take action on behalf of the governing body
Designated person	Liaises with other services on behalf of LAC and responsible for promoting their educational achievement
DfE	Department for Education
Differentiation	The process by which differences between students are accommodated so that all students have the best possible chance of learning
Directed time	Time when a teacher must be available to carry out duties, including attending staff and parent meetings, under the direction of the principal – a maximum of 1265 hours per academic year
Disapplication	A term used where national curriculum requirements may not apply to a student
DPL	Data protection lead (in an academy or school)
DPO	Data Protection Officer (oversees data protection for an organisation – in OAT's case, the whole Trust)
DSL	Designated safeguarding lead
DDSL	Deputy designated safeguarding lead
EA	Education adviser
EAL	English as an additional language
EBacc	English baccalaureate
EBD	Emotional and behavioural difficulties

ECM	Every child matters
Ecosystem	Used by OAT to generate comprehensive data dashboards for all academies
ECT	Early career teacher – term replaced NQT in 2021
Education partnership board	Established by the government as a consultative group – includes the NGA, LGA and all teacher unions
Ed. Psych	Educational psychologist
EHCP	Education, Health and Care Plan (previously known as a SEN statement)
EHE	Elective home education
EIR request	Environmental information regulations request – this is a data request which outside parties can make of any organisation
ELCS	Extended learning and community services
EMA	Education maintenance allowance
ePEP	Electronic personal education plan software, used for SEN and LAC pupils
ES	Extended services – providing a range of services or activities in addition to the curriculum to help meet the needs of the students, their families and the wider community
ESFA	Education and Skills funding agency – responsible for all revenue and capital funding for schools prior to 2025, after which funding reverted to the DfE
ESO	Education supervision order – LA’s may apply for this to deal with cases of poor attendance
ESOL	English for Speakers of other Languages
EWO	Education welfare officer – a professional worker who visits students’ homes and deals with attendance problems and other welfare matters in co-operation with the school / academy
Ex officio	Able to attend meetings by virtue of holding a particular office e.g. principal
Exclusion	Once known as expulsion, this is the permanent banning of a student from the school at which they are enrolled
Every	Integrated HR and payroll system used by OAT for staff across the Trust.
EVOLVEclubs	Online system for the planning, provision and management of extracurricular clubs and activities.
EVOLVEvisits	Online system for the planning, approval and management of school trips, external visits and sporting activities.

EYFS	Early Years Foundation Stage
Federation	Two or more schools / academies governed by one governing body
FBV	Fundamental British Values
FCC	Finance and capital committee
FFT	Fischer Family Trust – a non-profit company that provides data and analysis of schools
FGM	Female genital mutilation
FGP	Finance and general purposes
FOI request	Freedom of information request
Form of entry	The number of classes that a school / academy admits each year
Foundation stage	Curriculum followed by children below statutory school age
FSM	Free school meals
FTE	Full time equivalent or fixed-term exclusion
Fusion	Education HR specialist firm contracted to OAT for support with HR services
GAG	General annual grant – the revenue funding for academies paid by the ESFA
GCSE	General certificate of secondary education
GDC	Governor Disciplinary Committee
GDPR	General Data Protection Regulation
GIAP	Get Information About Pupil – formerly Key to Success, this government online service allows education professionals to search the National Pupil Database and retrieve pupil level census and attainment data.
GIAS	Get Information About Schools - (formerly Edubase) government website publishing statutory school information, including a governor list
GMB	General union
GNVQ	General national vocational qualification
HAT/HPA	High attaining student/High Prior Attaining student. A student who has achieved an APS of at least 30 in KS2 tests before 2017 or a scaled score of at least 107 since 2017.
HBA	Honour-based abuse

HBV	Honour based violence
HMCI / HMI	His Majesty's chief inspector of schools / His Majesty's inspectors
HSE	Health and safety executive
IAB	Interim advisory board
IAG	Information and Guidance
ICO	Information Commissioner's Office
ICT	Information and communications technology
IDSR	Inspection Data Summary Report
IHCP	Individual Health and Care Plan – plan for an individual's medical needs in an education setting
INSET	In-service education and training – courses for practicing teachers
IRP	Independent Review Panel – parents may request an IRP be convened to appeal the decision to exclude their child from school, <i>after</i> the original principal's decision has been considered by a governor committee and decided against reinstating them. The IRP will review the case afresh.
ISCG	Information for school and college governors
KCSIE	Keeping Children Safe in Education – government standards and guidance for safeguarding
KPI	Key performance indicator
KS1, 2, 3, 4, 5	Key stage – 5 stages of the curriculum: KS1 for ages 5-7; KS2 for 7-11; KS3 for 11-14; KS4 for 14-16; KS5 for 16-18
LA	Local authority
LAC/CLA	Looked After Children/Children Looked After are those children who are adopted from care under the Adoption and Children Act 2002, and those who left care under a 'special guardianship order' or 'residence order'
	All LAC have a PEP as part of the care plan (drawn up by the LA) which forms part of the student's education record
LADO	Local Authority Designated Officer
Learning difficulty	Where a child has significantly greater difficulty in learning than most children of the same age or where a child has a disability which prevents or hinders them from making use of the type of educational facilities generally provided for children of the same age within the area of the LA

Level of progress	The extent to which students have progressed in their learning and capabilities from their starting point at the academy. Generally three levels of progression are desired for students throughout academic life
LGB	Local governing body
LGBTQ+	Lesbian, gay, bisexual, trans, queer, questioning and other groups such as non-binary
LGPS	Local government pension scheme
LSA	Learning support assistant
Managed move	A formal agreement for a pupil to have a trial transfer to another school as an alternative to probable exclusion. Must be agreed with consent of family/care network around the child.
MAT	Multi academy trust – multiple academies governed by one trust
MIS	Management information system
MFL	Modern foreign language
Mixed ability	A teaching group in which children of all abilities are taught together
More able (Primary)	Learners who have academic ability significantly above the rest of their cohort.
Most able (Secondary)	
NAHT	National Association of Head Teachers
NASUWT	National Association of Schoolmasters Union of Women Teachers
NCTL	National College for Teaching and Leadership
NEET	Not in education, employment or training
NEU	National Education Union
NEU (ATL Section)	Association of Teachers and Lecturers
NEU (NUT Section)	National Union of Teachers
NFER	National Foundation for Educational Research
NGA	National Governance Association – registered charity established to provide a national voice for governors
NGfL	National Grid for Learning

NLE	National Leaders of Education
NLG	National Leaders of Governance
NPD	National Pupil Database
NPQEL	National professional qualification for executive school leaders
NPQH	National professional qualification for headship
NQT	Newly Qualified Teacher (old usage – for latest term see ECT)
NRA	National record of achievement – a document required for all students leaving education, containing a record of a student’s achievements
Ntl	Notice to improve – received following an Ofsted inspection where the schools / academies are judged as inadequate because they demonstrate the capacity to improve
OAT / OT	Ormiston Academies Trust / Ormiston Trust
OATnet	OAT’s version for the Sharepoint platform used by all employees
Ofqual	Office for qualifications and examinations register – the regulator of examinations and qualifications
Ofsted	Office for standards in education, children’s services and skills – the body that inspects education and training for learners of all ages
P8	Progress 8 – government rating for secondary schools which compares performance results from comparable schools to indicate how well students have progressed academically during their time there.
PA	Pupil absence
Parent View	Ofsted online facility for parents to give feedback on their child’s school
PAN	Published admissions number – the number of children admitted to any one year group
PEP	Personal education plan
PEX	The permanent exclusion of a student from the academy
PI	Performance indicators
PLASC	Pupil level annual school census
PP	Pupil premium – grant awarded to the school according to the numbers of students on roll with FSM, in care, or who have parents in the armed forces

PPA	Planning, preparation and assessment – 10% guaranteed non-contact time for teachers
PRP	Performance related pay
Provision Map	Software used by SENCOs to plan and organise support for pupils with SEN
PRU	Pupil referral unit - establishment to provide education to students excluded from school
PSED	Public sector equality duty
PSHE	Personal, Social and Health Education
PSP	Pastoral support programme for students at serious risk of permanent exclusion
PTA	Parent teacher association
PTR	Pupil – teacher ratio
QA	Quality assurance
QTS	Qualified teacher status
Quixote	Data system, used by OAT to track and benchmark academic performance
Quorum	The minimum number of members at a meeting before decisions can be made
RAG	Raising achievement group. This is also used for RAG rating ie. red/amber/green. Rating for progress or achievement
RD	Regional director
Rgl / RI	Registered inspector authorised to lead an inspection
RO	Responsible officer
ROA	Record of achievement
ROBM	Regional operational board meeting
RRM	Review and reflection meeting
RSC	Regional schools commissioner
RSE	Relationship and sex education
S188	Statutory letter with information for redundancy consultation
SA / SA+	School action – level of support for students who are not making expected progress

	School action plus – used where SA has not helped them make adequate progress
SACRE	Standing advisory council on religious education - advises on religious education and worship
SAR	Subject access request
SATs	Standard assessment tasks used for national curriculum assessment
SCITT	School Centred Initial Teacher Training
SCR	Single Central Record – repository of statutory information on all staff, governors and volunteers who work in a school or MAT
Schools forum	A forum that has been established in each LA area to advise on the allocation of funding
SEAL	Social and emotional aspects of learning
SEF	Self-evaluation form
SEND	Special educational needs and disabilities – learning difficulties and disabilities for which special educational provisions has to be made
SENCO	SEN coordinator – the teacher responsible for coordinating SEN provisions
SENDIST	Special educational needs and disability tribunal
SIA	Statutory Information Administrator – designated staff member in each academy with responsibility for updating and maintaining statutory information
SIF	School improvement forum (in primaries, these are meetings between the principal, the RD and chair of governors)
SIMS	Schools Information Management System
SISC	School improvement sub-committee
Setting	A system of organising students into ability groups for particular subjects
SFVS	Schools financial value standard – a means for the governing body to assess its financial processes, capabilities and skills
SIMS	Schools information and management system – a computer package to assist in managing information on students, staff and resources
SIP	School improvement partner
SLA	Service level agreement
SLE	Senior Leader of Education

SLT	Senior leadership team
SPAG	Spelling, punctuation and grammar
PB	Progress board (in secondaries, these are meeting between the RD, principal and chair)
SSAT	Specialist schools and academies trust
Streaming	Placing students in classes according to their ability across a range of subjects
SUG	Start-up grant
T Levels/T Skills	Name given by the media to government's planned overhaul of technical education. Between now and 2022, 15 new pathways will be developed in 15 sector areas where substantial technical training is required to progress into employment. These courses have also been referred to as Tech Levels. or Tech Skills
TA	Teaching assistant
TAG	Teacher assessed grade
TB	Trust board
TLRs	Teaching and learning responsibilities
UCAS	Universities and colleges admissions services
UNISON	Union of public employees
UPR	Upper pay range
UPN	Unique pupil number
URN	Unique reference number (government reference number, every school/academy has one)
Value Aided (VA)	The progress students make relative to their individual starting points – this helps to make a judgement about the effect the school / academy has had on students current attainment
Vertical grouping	Classes formed (in primary schools) with children of different age groups
Virement	The agreed transfer of money from the budget heading allocated to another budget heading
VOICE	A teaching union
VSH	Virtual school head

Walking distance	The statutory distance beyond which the LA must provide free transport is two miles for children up to eight years old and three miles for those aged eight and over.
WTSC	Working together to safeguard children 2023
YOT	Youth offending team
YPLA	Young person's learning agency