



Key Words Explained

We try our best to make sure the Local Offer is written in a way that is clear and easy to understand. Where specialist words and phrases need to be used, we aim to explain these in simple terms on the page where you read them. You may find, however, that in some places, long or unfamiliar words are used with no explanation. We understand this can be extremely frustrating, so we have created this list of key words to help you understand.

Words are listed in alphabetical order. Simply find the word you don't understand and read the definition beside it.

Can't find the word you're looking for? Please do let us know. Email localoffer@rbkc.gov.uk and we will add it to the list.

A

Academy: A mainstream school which receives funding directly from the Government and is independent of direct control by the Local Authority.

Accessible: Anything which is designed to make it easy for people with additional needs and/or disabilities to access.

Access to Work: Financial support from the Department for Work and Pensions (DWP) that may be available to support a person with disabilities into employment.

Acquired Brain Injury: Damage to the brain which has occurred any time after birth. This includes traumatic brain injury (TBI), stroke, brain haemorrhage and encephalitis.

Adult Social Care (ASC): Support available from the local authority for adults with disabilities, older people and unpaid carers.

Advocate: A person who can represent and speak up for you, and defend your rights.

Age Weighted Pupil Unit (AWPU): The amount of money that a maintained school receives for every pupil on their school roll, regardless of whether they have SEND. The value of the AWPU varies between local authorities and depends on the age of the pupils. For primary age pupils the minimum is £2000 per year. For pupils in Key Stages 3 and 4 the minimum is £3000 per year.

A-Level: An academic Level 3 qualification which can be taken in a wide-range of subjects. Students usually study 3-4 A-Levels at a school or college.

All About Me: The first section of an Education, Health and Care Plan (EHCP) where the child, young person (or their parents) can provide information on who they are, what they like to do, and what they want to achieve.

Alternative Provision (AP): Education outside of school which is arranged by the local authority for children and young people who do not access mainstream schools because of issues including school exclusions, behavioural issues, short- or long-term illnesses. See also *Tri-Borough Alternative Provision (TBAP)*.

Annual Review: A review of a child / young person's Education, Health and Care Plan (EHCP) that the law says must be carried out at least once every 12 months. This is to check that the EHCP continues to reflect the child / young person's needs and provision required.

Aphasia: A condition where a person has difficulty with language or speech, usually caused by brain injury.

Appeal: A case brought by parents (or a young person) to the independent SEND Tribunal following disagreement with the local authority over decisions regarding a child / young person's special educational needs and/or disabilities.

Apprenticeship: A paid job which provides work-based education and training.

Autism Spectrum Disorder / Condition (ASD / ASC): A developmental condition that is characterised by difficulty in social interaction, communication and repetitive patterns of thought and behaviour.

B

Baseline Assessment: An assessment carried out shortly after a child starts primary school so that teachers can plan for his/her learning needs.

Behaviour and Family Support Team (BFST): A social care service offering specialist support to families of children and young people with challenging behaviours, emotional and/or communication difficulties, sensory processing needs, sleep, toilet and eating issues or issues relating to adolescence.

Behaviour Support Plan (BSP): A school-based plan that aims to support children / young people with inappropriate behaviours so that they can achieve their best outcomes from education.

Bi-Borough: A partnership between the Royal Borough of Kensington and Chelsea (RBKC) and City of Westminster (WCC) councils that results in the joint delivery of services.

Brain Injury: See *Acquired Brain Injury* (above)

British Sign Language (BSL): A language used by the deaf community throughout the UK which offers visual communication through hand-signing, facial expressions and gestures.

C

Carer's Assessment: An assessment carried out by the local authority to understand the needs that result from caring for an adult with additional needs and/or a disability. The assessment often results in local authority support being made available to you.

Case Officer: A member of the local authority's SEN Service who will be the point of contact for families progressing through the Education, Health and Care (EHC) needs assessment. Also called an *EHC Coordinator*.

Cerebral Palsy: A life-long developmental condition that affects a person's movement and coordination.

Challenging Behaviour: A range of behaviours that may put a person or those around them at risk, or be significantly inappropriate so as to prevent them from being able to make use of ordinary community facilities.

Child and Adolescent Mental Health Service (CAMHS): An NHS service offering a range of therapies to children and young people who experience mental health difficulties.

Child Development Service (CDS): A team of medical professionals who specialise in the assessment, diagnosis and treatment of children and young people (aged 0-18) with developmental disabilities.

Child in Need (CiN): A child who requires support from the local authority to maintain an acceptable level of health and development, or a child who had a disability.

Children and Families Act 2014: A law that came into force on 1st September 2014. Part 3 of the Act sets out the law on special educational needs and/or disabilities (SEND). The Act is supported by the SEND Regulations 2014 and the SEND Code of Practice: 0-25 Years. You can download a copy of the Act at <http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Children and Young People's Occupational Therapy (CYPOT): A service supporting children and young people with special educational needs and/or disabilities (SEND) to access meaningful activities, such as learning tasks, daily activities and leisure. This may be through support and training or the provision of specialist equipment.

Children's Centre: Venue offering a wide-range of activities, support and information to children (aged 0-5) and their families. (See also *Family Hubs*)

Children's Physiotherapy: A multi-disciplinary service offering specialist support for children and or young people with delays in motor development or movement disorders.

Clinical Commissioning Group (CCG): A group of professionals that work together to plan and fund health services. They are responsible for ensuring that the services available are able to meet the needs of the local population.

Clinical Psychologist: A specialist health professional trained in the treatment of social, emotional and mental health problems.

Code of Practice: See *SEND Code of Practice: 0 – 25 years*.

Cognitive Development: The development of a child's ability to process information, including their memory, ability to problem-solve, and make decisions.

Commission / Commissioning: The process of selecting and contracting a provider to deliver a service.

Curriculum: All the courses and learning opportunities a school offers or a course of study being followed by a child.

Cystic Fibrosis: A genetic condition causing the build up of thick mucus throughout the lungs, digestive system and other organs and resulting in a range of symptoms throughout the entire body.

D

Developmental Delay: A delay in reaching the normal developmental milestones e.g. cognitive (thinking), social and emotional, speech and language, daily living or fine motor skills.

Department for Education (DfE): The Government department responsible for setting national policies in Education and providing guidance for local authorities and educational settings on best practice.

Department for Work and Pensions (DWP): The Government department responsible for the provision of benefits and support for people with disabilities who want to work.

Differentiation: The process through which a nursery / school / college adapts the curriculum to meet the individual needs of each child or young person.

Direct Payment: A payment made directly to a parent or young person to purchase specific services. Under the Children and Families Act 2014, a direct payment may be made as part of a personal budget so that the parent or young person can buy certain services that are specified in their Education, Health and Care Plan (EHCP). Direct payments can only be used for provision provided on the school or college premises if the school or college agree.

Disability Living Allowance (DLA): A benefit awarded to children and young people (aged 0-16) who have extra care needs or impairments to mobility. (See also *Personal Independence Payment*)

Disabled Children's Team (DCT): A local authority service made up of the *Social Work* and *Short Breaks* teams that provides emotional, practical and respite support to the families of children and young people with disabilities.

Disagreement resolution: An independently provided process that helps parents and young people resolve disputes with local authorities, schools and other settings related to a child / young person's special educational needs and/or disabilities (SEND).

Designated Clinical Officer (DCO): See Designated Medical Officer (below)

Designated Medical Officer (DMO): A health care professional employed by the Clinical Commissioning Group who plays a key part in supporting joined up working between health services and local authorities with regards special educational needs and/or disabilities (SEND).

Down Syndrome: A condition caused by a genetic abnormality which results in a range of characteristic physical traits and learning disabilities (LD).

Duchenne Muscular Dystrophy (DMD): See *Muscular Dystrophy (MD)*

Dyscalculia: A type of specific learning difficulty (SpLD) where a person has difficulty understanding numbers and basic arithmetic. It does not affect general intelligence.

Dyslexia: A type of specific learning difficulty (SpLD) where a person has trouble learning to read, write and spell words and symbols. It does not affect general intelligence.

Dyspraxia: A developmental disorder which causes difficulty with the coordination of movements.

E

Early Education Settings: Educational provision for children under compulsory school age (0-5 years), for example nurseries, pre-schools and registered child-minders.

Early Help: A service offering advice, support and intervention to children, young people and families as early as possible to prevent problem situations escalating.

Early Years: The first five years following a child's birth.

Early Health Notifications: Notifications made by health professionals to the local authority to let them know that a child in the local area is likely to have a disability.

Educational Psychologist (EP or Ed Psych): A professional who will use an understanding of child development and psychological techniques to offer support when a child or young person is finding it difficult to learn.

Educational Psychology Consultation Service (EPCS): A local authority service made up of educational psychologists who offer assessments, support and training schools and families of children and young people experiencing difficulties with learning.

Education Funding Agency (EFA): The Government agency that funds education for children and young people between the ages of 3 and 19, and those with learning difficulties and disabilities between the ages of 3 and 25. The EFA allocates funds to local authorities, which then provide the funding for maintained schools. The EFA directly funds academies and free schools.

Education, Health and Care (EHC) Coordinator: A professional in the local authority's SEN Service who supports families through the assessment and review process for an Education, Health and Care Plan.

Education, Health and Care (EHC) Needs Assessment: An assessment carried out to review in detail the education, health and social care needs of a child or young person that may contribute to special educational needs and/or disabilities (SEND). It is sometimes called a statutory assessment. If it is judged that these special educational needs exceed the threshold of what can be provided through the existing Local Offer, this process will result in the issue of an Education, Health and Care Plan (see below)

Education Health and Care Plan (EHCP): An EHCP is a legal document which describes the special educational needs and/or disabilities (SEND) that a child or young person has and the help that they will be given to meet them. It also includes the health and social care provision that is needed. It is written by the local authority following an EHC needs assessment (see above) and is used for children and young people who have high support needs.

Elective Home Education (EHE): A choice made by a parent/carer to educate a child or young person at home.

Epilepsy: A medical condition which causes a person to experience abnormal electrical activity in the brain. This can result in seizures.

Exclusion: A decision made by a school / college to refuse to allow a child or young person to attend. This can be for a temporary fixed term, or permanent.

Expressive Language: How a child or young person expresses ideas thoughts and feelings through speech.

F

Federation of Westminster Special Schools (FWSS): A partnership formed between Queen Elizabeth II Jubilee School and College Park School. See also *Training and Outreach Service*.

Fine Motor Skills: Complex movements of hands and fingers which require practice to accomplish (e.g. fastening buttons, holding pencils etc.).

First Tier Tribunal (SEN and disability): A legal body which hears appeals from parents or young people regarding local authority decisions made as part of Education, Health and Care (EHC) needs assessments and Plans. You can find out more at <https://www.gov.uk/specialeducational-needs-disability-tribunal/overview>

Free School: A school set up by an organisation / group that is funded by the Government but is not maintained by the local authority.

Front Door: A single point of contact at the local authority for families to find out about the support available to their child through the Disabled Children's Team (DCT).

Full of Life (FoL): Parent carer group for the Royal Borough of Kensington and Chelsea (RBKC) running fortnightly forums, and providing independent, practical advice to families of disabled children/adults.

Further Education (FE): Continued education at a school or college following school-leaving age.

G

GCSE: An academic qualification usually taken in School Years 10 and 11 in a wide-range of subjects.

Global Delay: A general delay in acquiring normal developmental milestones e.g. cognitive (thinking), social and emotional, speech and language, daily living or fine motor skills.

Governor: A member of the governing body that oversees the running of a school. Governors are usually external members of the local community and include a parent governor and SEN governor.

Graduated approach: The approach that should be followed by a school or setting in the provision of SEN Support. This is based on a cycle of:

- Assess
- Plan
- Do
- Review

The graduated approach refers to the gradual increase of support provided by a school to meet the needs of a child or young person. Where a school exhausts the possible support it can give, an application for an Education, Health and Care (EHC) needs assessment should be made.

Gross Motor Skills: Skills which involve large muscle activity (e.g. rolling, walking, crawling, jumping, running).

H

Hearing Impairment (HI): Any degree of hearing loss.

Higher Education: Study undertaken at a university.

Home Education: See *Elective Home Education*.

Hospital Passport: A document that can be shared with healthcare professionals to give them information on how to support a person with additional needs or disabilities.

Hyperactivity: Difficulty in concentrating and keeping still for any length of time.

I

Independent Advice and Support Service (IASS): A local service which is independent of the local authority providing information, advice and support for families of children and young people with special educational needs and/or disabilities (SEND).

Inclusion: Providing the policies and support to enable children and young people with special educational needs and/or disabilities (SEND) to be included in mainstream settings.

Independent school: A school which is funded independently of local or central government.

Independent supporter: A person recruited by a voluntary or community sector organisation to help families going through an EHC needs assessment and the process of developing an EHC plan. This person is independent of the Local Authority and will receive training, including legal training, to enable him or her to provide this support.

Information Report, SEN: See *SEN Information Report*

Intervention: An action that is intended to help achieve a positive outcome (e.g. providing therapy, support or equipment).

J

Joint Strategic Needs Assessment (JSNA): An assessment carried out by the local authority and clinical commissioning group to find out about the needs of the local population. There is a specific JSNA for special educational needs and/or disabilities (SEND)

L

Learning Difficulty: See *Specific Learning Difficulty (SpLD)*

Learning Disability (LD): A disability characterised by impaired general level of intelligence. Learning disabilities can be classified as being mild, moderate, severe, or profound and complex depending on the level of impairment.

Local Authority (LA): A local government body which provides local services and makes decisions about local area policy. Also called a council.

Local Offer: A website for children and young people with special educational needs and/or disabilities (SEND) to find out about the range of Education, Health and Social Care services, support and activities available for them locally.

Local Offer Champion: Local parent of a child or young person with special educational needs and/or disabilities who has received specialist training in using the Local Offer and is able to provide information and guidance on best use of the website to other parents.

Looked After Child (LAC): A child who is 'cared for' by the local authority, either in a long-term placement or for short periods.

Learning Support Assistant (LSA): A non-teaching member of staff who helps to meet the educational needs of children.

M

Makaton: A signing language designed to provide a means of communication to children and young people who cannot communicate by speaking.

Make it Happen: Parent carer group for Westminster offering weekly drop-in sessions in both the North and South of the borough, and able to provide independent and practical advice to parents of children and young people with special educational needs and/or disabilities (SEND).

Mainstream School: A school that provides education for all children, whether or not they have special educational needs and/or disabilities (SEND).

Maintained School: A school funded by the local authority.

Mediation: A form of disagreement resolution where an independent third party will attempt to find a solution that is acceptable to both parties in a dispute. Mediation is a common first step for families who disagree with a local authority's decision regarding special educational needs and/or disability (SEND) provision.

Mediation Advice: Advice given to a family by a mediation adviser about the potential of resolving any disagreement with the local authority via mediation. Receiving advice is a required first step for families intending to bring appeals to the First Tier SEND Tribunal.

Multi-disciplinary: Made up of professionals from many different backgrounds (e.g. doctors, therapists, teachers, social care workers etc.)

Muscular Dystrophy: A genetic condition which results in the gradual weakening of muscles and progressive levels of disability.

N

National Curriculum: Subjects which must be studied in all schools.

Next Steps Meeting: A meeting arranged by the local authority to discuss what support can be put in place following a decision not to issue an Education, Health and Care Plan (EHCP)

Non-maintained Special School: A non-profit special school, approved by the Secretary of State, usually run by a charity.

Normally-available Provision: The range of support and interventions that a school or setting has available to meet a child / young person's need through their local offer, before reaching the threshold for an Education, Health and Care Plan (EHCP).

Nursery Nurse: Individuals who work in nurseries and schools with responsibility for the care and well-being of young children.

O

Ofsted: A government department responsible for the inspection of all early years and educational settings.

Occupational Therapist (OT): A healthcare professional specialising in therapies and adaptations that support people with additional needs and/or disabilities to access meaningful activities. See also *Children and Young People's Occupational Therapy (CYPOT)*

Outcome: The benefit or difference made to a child or young person due to the support given.

P

Paediatrician: A medical doctor who has specialised in the health and wellbeing of children and young people (aged 0-18).

Parent Carer Forum: A local group of parents and carers of children with special educational needs and/or disabilities (SEND) who provide independent and practical support, and work with the local authority to make sure the services they plan and deliver meet the needs of families.

Pastoral Support Team: In secondary schools includes form tutors, heads of year and senior teachers. Often the first point of contact for parents.

Personal Budget: Money set aside to fund support as part of a child or young person's Education, Health and Care Plan (EHCP). It can include funds from Education, Health and Social Care. Parents of children with an EHCP and young people with an EHCP can choose whether or not they wish to have a Personal Budget.

Personal Health Budget: Money to support identified health and well-being needs, planned and agreed between the child/young person, parent/carer and the local NHS team. The aim is to give people with long-term conditions and disabilities greater choice and control over the healthcare and support they receive.

Phase Transfer: The process where a child or young person moves from one stage of education to another (e.g. primary to secondary school).

Physiotherapist: A healthcare professional specialised in support and therapies aimed at helping people optimise their movement and activity. See also *Children's Physiotherapy*.

Picture Exchange Communication System (PECS): A form of alternative and augmentative communication where a child is taught to communicate with an adult by giving them a card with a picture on it. PECS is based on the idea that children who can't talk or write can be taught to communicate using pictures

Portage: A home visiting service which offers support, help and advice to families with a child under 5 who has special educational needs and/or disabilities (SEND).

Preparing for Adulthood (PFA): The process of thinking about and planning for the transition of a young person from child to adulthood.

Private School: See *Independent School*

Private, Voluntary and Independent (PVI): Nurseries which are controlled by the independent or voluntary sector.

Provision: The special support and extra help that children with SEND receive in school to meet their needs.

Pupil Referral Unit: A centre that can provide part-time or full-time support for children who are currently not attending school or who need additional help with their behaviour or learning.

Psychiatrist: A medical doctor who has specialised in the diagnosis and treatment of mental health conditions.

Psychometric Tests: Used to assess the child's ability and attainment levels.

Psychologist: See *Educational Psychologist* or *Clinical Psychologist*.

R

Reasonable Adjustments: Changes a service or setting must make to promote access for people with disabilities. This may be, for example, introducing a ramp for wheelchair access, or offering appointments at quieter and for longer periods.

Re-Assessment: A repeat of the Education, Health and Care (EHC) needs assessment that may be carried out by the local authority if a child / young person's needs are likely to have changed.

Receptive Language: The ability to understand what is being said.

Residential School: A school where pupils live during the school term.

Review: See *Annual Review*

Royal Borough of Kensington and Chelsea (RBKC): The local authority (council) for the Royal Borough of Kensington and Chelsea.

S

Social, Emotional and Mental Health Difficulties (SEMH): Difficulties children and young people may experience in failing to manage themselves socially or emotionally, having low levels of mental and emotional wellbeing, being unable to regulate themselves and their behaviours, or having a mental health condition

SEND Code of Practice: 0 to 25 years: A guide for schools and local authorities that sets out the help they should give to children with special educational needs and/or disabilities (SEND). Schools and local authorities must 'have regard' to the Code in anything concerning children with SEND.

SEND Tribunal: A legal body which hears appeals from parents and young people who do not agree with decisions made by the local authority about a child or young person's special educational needs and or disabilities (SEND). See also *First Tier Tribunal*.

SEN Information Report: A report that all schools must publish on their websites describing how they will meet the needs of children and young people with special educational needs and/or disabilities (SEND) on their roll.

SEN Service: The council department responsible for managing Education, Health and Care needs assessments, Education, Health and Care Plans (EHCPs) and special educational provision.

SEN Support: Support offered by a school or setting which aims to meet the special educational needs (SEN) of a child or young person. Schools will produce an *SEN Support Plan* which sets out the specific strategies to be followed. If SEN Support is not able to meet the needs of a child or young person, they may be assessed for an Education, Health and Care Plan (EHCP)

SEN Support Plan: A person-centred plan which describes the strategies a school or setting will use to meet the needs of a child or young person with special educational needs (SEN) who is below the threshold for an Education, Health and Care Plan (EHCP). The plan must be regularly reviewed and adapted if the child or young person does not make progress.

Special Educational Needs and/or Disabilities (SEND): Difficulties or disabilities which require that special educational provision be made available for a child or young person to promote learning.

Settings: See *Early Education Settings*.

Speech, Language and Communication Need (SLCN): Difficulties children and young people may experience with speaking, using language and communicating with people around them.

Special Educational Needs Co-ordinator (SENCO): A qualified teacher in a school or nursery who has responsibility for co-ordinating provision for children and young people with special educational needs and/or disabilities (SEND).

Special School: A school that specialises in working with children with particular disabilities.

Special Educational Provision: The range of support, strategies and interventions that are used to meet the needs of children and young people with special educational needs and/or disabilities (SEND)

Specific Learning Difficulty (SpLD): Difficulty in a single area of learning (e.g. dyslexia, dyscalculia) which does not affect general level of intelligence.

Speech and Language Therapist (SLT): Healthcare professionals who specialise in the identification and treatment of speech, language and communication difficulties.

Speech and Language Therapy (SLT) Service: A service which provides assessments and treatments for children and young people with speech, language and communication difficulties and/or problems with eating, drinking and swallowing.

Supported Internship: A work-based study programme offered by colleges which give young people with special educational needs and/or disabilities (SEND) who want to find paid employment practical work experience and job skills.

T

Teaching Assistant: A school professional who supports qualified teachers by providing classroom support including additional support to children and young people with special educational needs and/or disabilities.

Traineeship: A study programme whereby an employer provides on-the-job training (often leading on to paid work).

Training and Outreach Service: A service offering bespoke training, consultation, and support around the delivery of special education support to pupils, staff, parents and related services.

Transition: The period during which a child / young person is moving from one stage of the educational journey to another e.g. the transfer from early years to primary school, or the transfer from child to adulthood.

Travel Care Support Service: A team that carries out assessments and provides specialist home-to-school travel support for children and young people with mobility difficulties.

Tri-Borough Alternative Provision (TBAP): A multi-agency trust supporting learners who are experience difficulty with or have been excluded from mainstream education.

V

Visual Impairment (VI): Any degree of sight loss.

Volunteering: Choosing to work (usually for non-profit making organisations) for free. Volunteering can offer young people hoping to get a paid job valuable work-based skills and experience.

W

Westminster City Council (WCC): The local authority (council) for the City of Westminster.

Westminster Special Schools Training and Outreach Service: See *Training and Outreach Service*

Westminster Parent Participation Group (WPPG): See *Make it Happen*

Y

Young Carer: A child or young person (under 18) who is responsible for looking after another person who may have a long-term illness or disability.

Can't find the word you're looking for? Please let us know.

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