

## SEND Reforms Glossary – A parent’s guide to language and terms used in the Special Educational Needs and Disability Reforms

AAC	Augmentative and Alternative Communication (AAC)	The term AAC covers a huge range of techniques which support or replace spoken communication. These include gesture, signing, symbols, word boards, communication boards and books, as well as Voice Output Communication Aids (VOCAs).
Annual Review		The review of an Education, Health & Care Plan. This must be completed within 12 months of making the Plan and then on an annual basis. An interim review will be held every six months for children in early years.
Appendix		A report completed by a professional, for example, school, educational psychologist, therapist, during an education, health & care needs assessment. The information contained in the appendix is used to complete an Education, Health & Care Plan if one is issued.
	Children & Families Act 2014	From September 2014, there will be a number of changes to improve services for children and young people with special educational needs and disabilities (SEND). The changes are a result of the Children and Families Act 2014 which became law on the 13 March 2014. The Act aims to improve how different agencies and services work together and create a more joined-up approach to the statutory assessment process for children and young people with the most complex needs. The new approach will also give children and young people with complex needs and their families more choice and control about which services they can access and how they are paid for. The Act will also improve information about services for children and young people with SEN and their families.
Cognitive Ability		Thinking and reasoning abilities. A term often used by psychologists instead of intelligence.
Comprehension		Understanding of spoken or written material or practical situations.
C.O.P.	SEND Code of Practice	A guide to schools and local education authorities about the help to be given to children with special educational needs. Schools and local authorities must have regard to the Code when working with a child with Special Educational Needs and Disabilities.
CYP		Children and Young People
DfE	Department for Education	Central government department responsible for education.
Development Delay		A delay in reaching the normal stages of development, for example sitting or talking
Differentiated Curriculum		Children make progress at different rates and have different ways in which they learn best. Teachers take account of this when planning their

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		lessons, organising the classroom and choosing books and materials. They are then able to choose from the range of available approaches and resources to make a selection which best fits the learning styles of a particular child or group of children. This is what is meant by a differentiated curriculum.
Disability Champions		Promote equality for disabled people in the work place.
DoH		Department of Health
DP		Direct payments
Expressive Language		How a child or young person expresses ideas, thoughts and feelings through speech.
Fine Motor Skills		Small movements of the body for example, using fingers to pick up small items, holding a pencil or doing up zips and buttons.
Education, Health & Care assessment		A single, integrated assessment which replaces the current assessment process. The assessment process should be carried out in a ‘timely’ manner and it should not take longer than 20 weeks to issue an EHCP Plan.
Education, Health Care Plan (EHCP)	EHCP	An EHC Plan replaces Statements of SEN. The plan will be a legal document describing a young person’s needs, the provision to meet those needs and the most suitable educational placement. Government has stated that the Plan must be person centred, focusing on the needs and aspirations of the child. EHC Plans will continue into further education and training, and for some young people up to the age of 25. If a child/young person has a health or social care need only, they will not get an Education, Health & Care Plan unless these needs impact on their education.
EA 2010	Equality Act 2010	The Equality Act 2010 legally protects people from discrimination in school, the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it’s unlawful to treat someone.
EP		Educational Psychologist
EYFS		Early Years Foundation Stage
EWO	Educational Welfare Officer	Employed by the LA to make sure that children are getting the education they need. They deal with school attendance.
Global Delay		A general delay in acquiring normal developmental milestones

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Governors		A school’s governing body that oversees the workings of the school. It includes an SEN Governor and a Parent Governor.
Gross Motor Skills		Whole body actions for example, playing games, swimming or riding bicycles.
Hearing impairment		A degree of hearing loss.
Hyperactivity		Difficulty in concentrating or sitting still for any length of time. Restless, fidgety behaviour, also a child may have sleeping difficulties.
Learning Difficulties		Children will have levels of educational abilities which are significantly lower than children of a similar age. Basic reading and number skills are well below average.
Literacy Skills		Reading, writing and spelling ability.
LA		The Local Authority is responsible for providing education and for making education, health and care assessments and maintaining education, Health & Care Plans.
LAC		Looked After Children
LD		Learning Disability
Local Offer		Local authorities will be required to publish a ‘local offer’. A local offer is intended to provide information about provision it expects to be available to children with SEN and disabilities in their area both in and outside of a school.
TA	Teaching Assistant	Non-teaching support staff who work with children in the classroom.
Named Officer		The LA Casework Officer who liaises with parents and co-ordinates an education, health and care assessment and final plan.
Makaton		Makaton is a language programme designed to provide a means of communication to children and young people who cannot communicate efficiently by speaking.
Mediation		Mediation is a way of sorting out a disagreement in a safe and friendly environment. It can help you rebuild trust and working relationships, and can deal with problems you were not aware of. Mediation uses a neutral person ( <i>the Mediator</i> ) who is experienced at helping people who disagree to come to an agreement. The mediation service is completely neutral and independent of schools and the local authority.
Modified Curriculum		Changing the curriculum in some way to meet a child or young person’s individual needs. Examples include increasing/decreasing the difficulty level, length, or pace, alternating easy and difficult tasks, alternating preferred and less preferred tasks, teaching the skill within daily routines, using materials that are interesting to the child or young person etc.

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Non-verbal skills		Skills which do not require spoken or written language, but use other ways to communicate, <i>e.g. gesture, facial expression.</i>
OFSTED	Office for Standards in Education	Inspection team that visit and inspect schools and local authorities.
OT	Occupational Therapist	Assess how to maximise and maintain individual independence in everyday living skills. They can advise on aids, equipment or home/school adaptations.
PECS	Picture Exchange Communication System (PECS)	The Picture Exchange Communication System, also known as PECS, is a form of alternative and augmentative communication in which 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.
Personal Budget		All families whose child has an EHC plan will have a right to request a personal budget. The personal budget will allow young people or parents to buy support identified in the plan directly, rather than relying on the Local Authority. Parents or young people will be given a choice of whether they want to take control of the personal budget by an agency managing the funds on their behalf, or by receiving direct payments where they can purchase and manage the provision themselves. Under current proposals, only where an Education, Health and Care Plan is in place will a parent or young person be able to have a personal budget. A personal budget can be requested by a parent or young person over 16 once the Local Authority has agreed it will issue an Education, Health and Care Plan or during the annual review process.
Receptive Language		The ability to understand what is being said.
Resources		The type of facilities and support available in schools.
SaLT	Speech & Language Therapist	Assesses children’s speech, language and communication needs.
SEND	Special Educational Needs & Disabilities	Children have special educational needs if they have learning difficulties that require extra or different help.
SEN Support		When a child or young person has been identified as having special educational needs, schools should take action to remove barriers to learning and put effective special educational provision in place called SEN support. This SEN Support should take the form of a four part cycle (assess/plan/do/review) through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the

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		child’s needs and what support the child needs in making good progress and securing good outcomes. This is known as the graduated approach.
SENDCO	Special Educational Needs and Disability Co-Ordinator	The teacher responsible for Special Educational Needs and Disabilities within the School.
SEND		Special Educational Needs and Disabilities.
SENDIASS		Special Educational Needs and Disabilities Information Advice and Support Service offering impartial advice for Parent/Carers.
SENSORY IMPAIRMENT		Partial or complete hearing loss.
SW	Social Worker	A person who will support a family with practical issues such as benefit applications, respite care, household adaptations etc.
Specific Learning Difficulties - SpLD		General learning abilities in the average range but difficulties in one or more areas of learning. Also known as Dyslexia, Dyscalculia.
Special School / Alternative Provision		A school which is resourced and organised to provide for the education of pupils with an Education, Health & Care Plan who need a high degree of support in the learning situation and in some cases specialist facilities, equipment and teaching.
Transition		Movement between different environments, rooms or settings. All transition involves change and it is vital to prepare children, no matter how young they are, for this. When children are prepared for transition they adapt more easily to changes.