

Glossary

Academy	Academies are publicly funded independent schools. Academies have different governance arrangements from other schools local authority-maintained schools.
Academy converter	A school which converted to academy status voluntarily (usually high performing at the time of conversion), having previously been a local authority maintained school
Academy Sponsor Led	A school which converted to academy status with the support of a sponsor (usually lower performing at the time of conversion).
Academy Trust Handbook	A handbook issued by the ESFA that sets out the management and governance requirements that apply to all academy trusts. (Formerly Academies Financial Handbook)
Admissions Code	A document providing statutory guidance on school admissions with which all schools must comply
Articles of Association	The legal governing document for an academy that sets out its rules for operating, including the composition of the governing board
ASP - Analyse School Performance	A new service, providing schools and other existing user groups with detailed performance analysis to support local school improvement as a replacement for RAISEonline
Attainment Targets	These establish what children of different abilities should be expected to know and be able to do by the end of each key stage of the national curriculum
Capital Funding	Spending on projects, improvements, and extensions to the school's land and buildings
CEO - Chief Executive Officer	The senior executive leader in a multi academy trust (MAT). They are held to account by the trust board for all aspects of the MAT as a whole
Census	A statutory return which takes place during the autumn, spring, and summer terms. Maintained schools and academies must take part in the census
CFO - Chief Financial Officer	All academy trusts are required to appoint a CFO, although trusts may give this person another title (such as finance director or chief operating officer). Their role is to have strategic oversight of the financial performance of each academy within the trust
CLA - Child Looked After	Children who are in the care of their local authority. May also refer to children who have been in care at any time in the last six years. May also be referred to as LAC.
Clerk	The clerk provides advice on governance, constitutional and procedural matters. They also offer administrative support to the governing board and relay information on legal requirements. See also 'governance professional'

CPD - Continuing Professional Development	Continuing professional development for school staff or the governing board
Designated Teacher	Liaises with the local authority on behalf of pupils in care and has a responsibility for promoting their educational achievement
DFE - Department for Education	The government department responsible for schools and children
Directed Time	Time when a teacher must be available to carry out duties, including attending staff and parent meetings, under the direction of the headteacher – a maximum of 1265 hours in a school year
Disapplication	A term used where national curriculum requirements may not apply to a pupil
EAL - English as an Additional Language	English as an additional language
EEF - Education Endowment Fund	
EHCP - Education, health and care plans	The document which replaces statements of SEN and learning difficulties assessments for children and young people with special educational needs
ESFA - Education and Skills Funding Agency	A single agency accountable for funding education and training for children, young people and adults (formerly the EFA and SFA)
ESO - Education supervision order	An order which LAs may apply for to deal with cases of poor attendance at school
Ethos	The morals, values and beliefs that underpin the school culture
EWO - Education welfare officer	A professional worker who visits pupils' homes and deals with attendance problems and other welfare matters in co-operation with the school
Exclusion	The permanent removal of a pupil from school for serious breaches of the school's behaviour and discipline policy.
EYFS - Early Years Foundation Stage	The learning, development and care of children from birth to 5.
FFT - Fischer Family Trust	A non-profit company that provides data and analyses to LAs and schools in England and Wales. It also provides educational tracking software for schools.
FSM - Free School Meals	Free school meals. Pupils are eligible for FSM if their parents receive certain benefits
HLTA - Higher level teaching assistant	Higher level teaching assistants (HLTAs) do all the things that regular teaching assistants do but they have an increased level of responsibility.

HMI - His Majesty's Inspectors	His Majesty's Inspectors (HMI) inspect education and care providers, challenge them to improve and help them get the support they need.
INSET - In-Service education and training	Dedicated training time for teachers and other school staff when pupils are not present.
KS - Key stage (KS)	The four stages of the national curriculum: KS1 for pupils aged 5-7; KS2 for 7-11; KS3 for 11-14; KS4 for 14-16. KS5 applies to 16-19 year-olds but is not part of the national curriculum
LA - Local Authority	Local authority. The LA has certain responsibilities regarding education, for example the educational achievement of looked-after children and for school places planning. It also provides other services to schools, which may be provided via a service-level agreement to maintained schools and, in many cases, academies
LAC - Looked after children.	Children who are in the care of their local authority. May also refer to children who have been in care at any time in the last six years. May also be known as CLA .
LGB - (Local) Governing Board	The responsible body of people who have delegated powers from Trustees and make decisions, provide approval and monitor a single academy.
Maintained School	Publicly funded schools overseen by the local authority. These schools must follow the national curriculum and national pay and conditions guidelines (see STPCD).
MAT - Multi academy trust	Two or more academies that are governed by one trust and board of trustees.
NC - National Curriculum	This was established by the 1988 Education Reform Act to ensure that all pupils receive a broad and balanced education, which is relevant to their needs. Academies do not legally need to follow the national curriculum.
NFF - National Funding Formula	The standardised formula for school funding allocations across every mainstream state funded school in England.
NOR - Number on Roll	The number of pupils registered at the school
NPQ - National Professional Qualification	Nationally recognised qualifications such as the NPQH - National Professional Qualification for Headship – training for new or aspiring headteachers
OFSTED	Office for Standards in Education, Children's Services and Skills – the body which inspects education and training for learners of all ages and inspects and regulates care for children and young people
PAN - Published Admission Numbers	The maximum number of children the admissions authority determines must be admitted to each 'relevant age group' (this is the age group at which pupils are normally be admitted to the school, e.g. reception and year 7) in the school.
RBA - Reception Baseline Assessment	The reception baseline assessment is carried out in the first six weeks of a pupil starting their reception year. It provides a starting point assessment from which a

	cohort-level progress measure to the end of key stage 2 can be created. The reception baseline assessment is statutory.
SS - Support Staff	Members of school staff employed to provide services, other than teaching, in a school, such as teaching assistants, cleaners and office staff.
PE and sport premium	Funding for years 1 to 6 to make additional and sustainable improvements to the quality of the PE, sport and physical activity provided.
Perri - Peripatetic Teacher	A teacher who teaches in a number of schools, usually to give specialist instruction such as in music.
PGCE	Post-Graduate Certificate of Education
PPA - Planning, preparation and assessment	10% guaranteed non-contact time for teachers
PSHE - Personal, social, health (and economic) education	A school subject through which pupils develop the knowledge, skills and attributes they need to manage their lives, now and in the future
PP - Pupil Premium	Funding allocated to schools to support pupils eligible for FSM, in care, or who have parents in the armed forces
QTS	Qualified teacher status
RSE	Relationships and Sex Education
SATs - Standard assessment tests	Used for national curriculum assessment in years two and six.
SAP - School Action Plan	The operational document describing how the school will work towards the strategic priorities set by the governing board.
SENCO - Special educational needs co-ordinator	The teacher responsible for co-ordinating SEND provision in the school.
SEND - Special educational needs and disabilities	Learning difficulties and disabilities for which special educational provision has to be made
SLA - Service Level Agreement	A contract between a service provider (the local authority or another private sector provider) and a school that defines the level of service expected from the service provider
SPP - Service Pupil Premium	Funding allocated to schools to support pupils whose parents are serving in HM armed forces or have at any time in the last six years, or who are in recipient of a child's pension from the Ministry of Defence.

STPCD - School Teachers' Pay and Conditions Document	An annually published document which forms a part of the contract of all teachers and headteachers in maintained schools in England. Many academies also follow the STPCD.
STRB - School Teachers' Review Body	Makes recommendations to the secretary of state on teachers' pay
Suspension	The temporary removal of a pupil from school for serious breaches of the school's behaviour and discipline policy.
TLR - Teaching and learning responsibility	Payments made to teachers for undertaking additional leadership and management responsibility.
Young Carer	A young carer is anyone under 18 years of age who helps to look after a family member who is disabled, physically or mentally ill or has a substance misuse problem