

Acronym and Abbreviation Guide

A

ADD	Attention Deficit Disorder
ADHD	Attention Deficit and Hyperactivity Disorder
AHT	Assistant Headteacher
AAG	Academy Advisory Group
A Level	Advanced Level Examinations
AP	Alternative Provision (eg. PRU)
APS	Average Point Score
ARE	Age Related Expectations
ASCL	Association of School and College Leaders. ASCL is the new name for the Secondary Heads Association.
ASP	Analyse School Performance
ATB	Academy Transformation Board
AWPU	Age Weighted Pupil Units

B

BAC	Behaviour and Attendance Collaborative
BIP	Behaviour Improvement Programme
BLN	Bradford Learning Network
BSP	Behaviour Support Plan
BSS	Behaviour Support Service

C

CAD	Computer Aided Design
CAF	Common Assessment Framework
CAF	Common Application Form
CAMHS	Child and Adolescent Mental Health Service
CEO	Chief Education Officer
CE	Church of England
CF	Carry Forward
CFO	Chief Finance Officer
CIF	Common Inspection Framework
CP	Child Protection
CPD	Continuing Professional Development (of teachers)
CPR	Child protection Register
CRB	Criminal Records Bureau now DBS)
CTF	Common Transfer File

D

DBS	Disclosure and Barring Service
DCPO	Designated Child protection Officer
DDA	Disability Discrimination Act
DFC	Devolved Formula Capital
DfE	Department for Education
DfEE	Department for Education and Employment: previous name of DCSF
DFC	Devolved Formula Capital
DHT	Deputy Headteacher

DPA	Data Protection Act
DPO	Data Protection Officer
DRC	Disability Rights Commission
DSC	Directory of Social Change
DSG	Dedicated Schools Grant
DSP	Designated special provision
DT	Design & Technology

E

EAL	English as an Additional Language
EBacc	English Baccalaureate
ECAR	Every Child a Reader
ECAT	Every Child a Talker
ECAW	Every Child a Writer
EBD	Emotional and Behavioural Difficulties
EBM	Executive Business Manager
ECM	Every Child Matters
ESFA	Education Skills and Funding Agency
EHCP	Education, Health and Care Plans
EHE	Electively Home Educated
EMA	Education Maintenance Allowance
EO	Equal Opportunities
EOTAS	Education Other Than at School
EP	Educational Psychologist
ESOL	English for Speakers of Other Languages
ESW	Education Social Worker
EWO	Education Welfare Officer
EYCS	Early Years and Childcare Service
EYFS	Early Years and Foundation Stage

F

FAP	Fair Access Protocol
FE	Further Education
FEX	Fixed Term Exclusion
FF	Fair Funding
FFT	Fischer Family Trust
FGB	Full Governing Body (also known as LGB)
FOI	Freedom of Information Act
FSA	Financial Services Authority
FS	Foundation Stage
FSM	Free School Meals
FTE	Full Time Equivalent
FTE	Fixed Term Exclusion

G

G&T	Gifted & Talented
GAG	General Annual Grant
GB	Governing Body

GCSE	General Certificate of Secondary Education
GLD	Good Level of Development
GM	Grant Maintained
GMB	A public service union
GNVQ	General National Vocational Qualification
GTC	General Teaching Council
GTP	Graduate Teacher Programme

H

H&S	Health and Safety
HE	Higher Education
HEFC	Higher Education Funding Council
HLTA	Higher Level Teaching Assistant
HMCI	Her Majesty's Chief Inspector
HMI	Her Majesty's Inspectorate
HoD	Head of Department
HoS	Head of School
HoY	Head of Year
HR	Human Resources
HSE	Health, Safety and Environment
HT	Headteacher

I

IEB	Interim Executive Board
IEP	Individual Education Plan
ICT	Information and Communications Technology
ILP	Individual Learning Plan
INSET	In-Service Education of Teachers
IQ	Intelligence Quotient
IT	Information Technology
ITT	Initial Teacher Training

J - K

JAM	Joint Area Meeting
KS	Key Stage
KS1	Years 1 -2 (5-7 year olds)
KS2	Years 3-6 (8-11 year olds)
KS3	Years 7-9 (12-14 year olds)
KS4	Years 10-11 (15-16 year olds)
KSWPU	Key Stage Weighted Pupil Unit

L - M

L1 to L43	Leadership Group spine (School Teachers' Pay & Conditions)
L & M	Leadership & Management
LA	Local Authority
LAC	Looked After Children
LADO	Local Authority Designated Officer
LAP	Local Area Partnership
LDP	Local Delivery Plan
LFM	Local Financial Management

LGPS	Local Government Pension Scheme
LSA	Learning Support Assistant
LSC	Learning and Skills Council
MA	Management Allowance
MAT	Multi Academy Trust
MFA	Master Funding Agreement
MFG	Minimum Funding Guarantee - a nationally determined minimum increase in per pupil funding each financial year.
MFL	Modern Foreign Languages
MLD	Moderate Learning Difficulty

N

NAHT	National Association of Head Teachers
NASBM	National Association of School Business Management, formerly NBA
NASUWT	National Association of Schoolmasters Union of Women Teachers
NBA	National Bursars Association, the former name of what is now NASBM
NCT	Non Contact Time
NCTL	The National College for Teaching and Leadership
NCSL	National College of School Leadership, the former name of what is now NC
NEET	Not in Education, Employment or Training
NFER	National Foundation for Educational Research
NFF	National Funding Formula
NGA	National Governors Association
NHS	National Health Service
NI	National Insurance
NOR	Numbers On Roll
NPQH	National Professional Qualification for Headship
NQT	Newly Qualified Teacher
NUT	National Union of Teachers
NVQ	National Vocational Qualification

O - P

Ofsted	Office for Standards in Education, a national schools' inspection service
PAN	Published Admission Number
PCT	Primary Care Team
PDC	Pupil Disciplinary Committee
PEX	Permanent Exclusion
PEPs	Personal Education Plans
PFI	Private Finance Initiative
PGCE	Post Graduate Certificate of Education
PI	Performance Indicator
PLASC	Pupil Level Annual School Census (Now Census)
PM	Performance Management
PMLD	Profound and Multiple Learning Difficulties
POAP	Post Ofsted Action Plan
PP	Pupil Premium
PPA	Planning, Preparation and Assessment
PRP	Performance Related Pay
PRU	Pupil Referral Unit
PSCHE	Personal Social Citizenship & Health Education
PT	Part Time

PTA Parent / Teacher Association
PTR Pupil Teacher Ratio

Q-R

QCA Qualifications and Curriculum Authority
QTS Qualified Teacher Status
R&R Recruitment and Retention
RAISE online Reporting and Analysis for Improvement through School self-Evaluation – Replaced By ASP
RC Roman Catholic
RE Religious Education
RI Requires Improvement
ROV Record of Visit

S

SA School Action
SA+ School Action Plus
SACRE Standing Advisory Council on Religious Education
SATs Standard Assessment Tests
SBM School Business Manager
SCITT School Centred Initial Teacher Training
SCP Spinal Column Point, point on salary scale
SDP School Development Plan (essentially the same as the SIP)
SEAL Social and Emotional Aspects of Learning
SEBD Social, Emotional & Behaviour Difficulties
SEF Self Evaluation Form
SEN Special Educational Needs
SENCO Special Educational Needs Co-ordinator
SEND Special Educational Needs & Disability
SFA Supplementary Funding Agreement
SGOSS School Governors One Stop Shop
SIAMS Statutory Inspection of Anglican & Methodist Schools
SIP School Improvement Plan (essentially the same as the SDP)
SIP School Improvement Partner
SLA Service Level Agreement
SLT Senior Leadership Team
SMSC Spiritual, Moral, Social and Cultural
SoD Scheme of Delegation
Soulbury Pay Scale for Education Staff
SoW Scheme of Work
SPAG Spelling, Punctuation and Grammar
SSA Standard Spending Assessment
SSDP Specific School Development Plan
SSE School Self Evaluation
SSFA School Standards & Framework Act 1998
SS Social Services
STPDC School Teachers' Pay and Conditions Document

T - U

TA	Teaching Assistant
TB	Trial Balance
TEFL	Teaching English as a Foreign Language
TES	Times Educational Supplement
TGWU	Transport and General Workers' Union
TLR	Teaching and Learning Responsibility
TP	Teachers' Pensions
TSL	Technology Support for Learning, a technical support service for schools
TPS	Teachers' Pension Scheme
TUPE	Transfer of Undertaking Protection of Employment
UFC	Unofficial Funds Contributions
UNISON	Combined union of public service employees formed from NUPE, NALGO & COHSE
UPN	Unique Pupil Number
UPS	Upper Pay Scale (School Teachers' Pay & Conditions)
UQT	Unqualified Teacher: also their pay scale

V - Z

VA	Voluntary Aided
UT	Umbrella Trust
VC	Voluntary Controlled
VfM	Value for money
VI	Visually Impaired
VLE	Virtual Learning Environment
YOT	Youth Offending Team