



What does it mean?

A glossary of terms for parents and carers

A glossary of terms

A

Academy

Academies are publicly-funded independent schools that have freedom from local authority control. They have autonomy regarding the education and curriculum they deliver to their pupils, can decide the length of terms and school days and set their own pay and conditions for staff.

Additional Educational Needs (AEN)

Children have AEN if they need additional support in school to help them progress.

Admissions

Admissions to primary and secondary school can be made at www.devon.gov.uk/admissionsonline or by phoning **0845 155 1019** and asking for a *First Step* or *Next Step* book. These contain paper application forms. These are the only ways you can apply for a school place.

Annual Review

A review of a Statement of Special Educational Needs (SEN) which Devon County Council must do at least once every 12 months.

C

CAF

The Common Assessment Framework (CAF) is a standard assessment which can be used by all agencies to find out your child's strengths and difficulties.

CAMHS

Child and Adolescent Mental Health Services. Services working together to support children and young people with mental health needs.

Careers South West (CSW)

A service for all 13–19 year olds to help them prepare for the transition to work, college and adult life. Personal advisers are usually based in secondary schools and provide information, advice and guidance for all young people. Tel **0800 97 55 111** or visit www.careerssw.org

Carer

A person caring for a child Devon County Council has responsibility for.

Children's Centre

A place where families with a child under five can get services, information and advice. Find your local children's centre at www.devonfsd.info

County Autism Team (CAT)

The team provides advice and support on autism for schools.

County Special Education Team (CSET)

The team responsible for arranging and carrying out Statutory Assessments and reviewing Statements at the Annual Review. Tel **01392 383913**, email csetmail@devon.gov.uk or visit www.devon.gov.uk/cset

D

Department for Education (DfE)

The government department responsible for education and children's services. Tel **0370 000 2288** or visit www.education.gov.uk

Devon County Council (DCC)

The local authority for Devon with responsibility for the education and social care of all children in Devon. www.devon.gov.uk

Devon Learning Development Partnership (Devon LDP)

The LDP provides education services including educational welfare, educational psychology, inclusion and reintegration, ethnic minority achievement, advisory teachers and SEN support. Tel **01392 385244** or visit www.devonldp.org

Devon Parent Partnership Service (DPPS)

Our service provides impartial support, information and training so that parents and carers of children with SEN can play an active part in their child's education. Tel **01392 383080** or visit www.parentpartnershipdevon.org.uk

Devon Welfare Rights Unit (DWRU)

Part of the Citizen's Advice Bureau. DWRU can help you check that you are getting the benefits you are entitled to. Tel **0300 500 0404** or visit www.dwru.org

Direct Payments

This is money given to families who have been assessed as needing social care support, or in some cases equipment, and would like to arrange and pay for these services themselves instead of receiving them directly from Devon County Council.

Disability Code of Practice for Schools

Explains to schools how to develop their Disability Equality Schemes so that every child with special educational needs or disability reaches their full potential and can make a successful transition to adulthood. For a copy of the code from the Equality and Human Rights Commission telephone **0845 604 6610**.

Disagreement resolution

Mediation meetings help to prevent or resolve disagreements between the Local Authority, parents and schools. They are independent and designed to bring everyone together in an informal way to resolve the disagreement. Contact DPPS on **01392 383080** for specialist SEN mediation.

DISC

Devon's family information service provides information on services for families and childcare. Tel **0845 155 1013**, email discinfo@devon.gov.uk or visit www.devon.gov.uk/disc

DISCplus

The part of DISC that provides support and information for families of children with special needs. Tel **0845 155 1013** email discplus@devon.gov.uk or visit www.devon.gov.uk/discplus

E

Early Response Service (ERS)

Each area in Devon has an ERS which uses the Common Assessment Framework to assess a child's need. A Team Around the Child approach is used in which professionals, for example social care staff, health visitors, school nurses and primary mental health workers, work in partnership with children, parents and carers and schools to achieve desired outcomes.

Early Years Action and School Action

Help to support children with SEN. It usually involves developing an Individual Education Plan (IEP).

Early Years Action Plus and School Action Plus

The next stage on from Early Years Action or School Action. The SENCo will request advice or support from other professionals. Their suggestions will be included in the IEP.

Early Years Adviser

Works as a SENCo for early years settings and supports them in developing their practice.

Early Years and Childcare Service

The team working to support and develop early years education and ensure all childcare is accessible, affordable, responsive and flexible to meet the needs of all families. Tel **0800 056 3666**, email eycs@devon.gov.uk or visit www.devon.gov.uk/eycs

Early Years Foundation stage (EYFS)

EYFS is designed specifically for children up to 5 years, setting the standard for their learning, development and care. There are six areas of learning which cover children's physical, intellectual, emotional and social development.

Early Years Quality and Inclusion Team

The team which supports early years settings to help them include children with special needs.

Early Years Settings

Places providing pre-school education such as nursery classes and schools, day nurseries and playgroups. To find a setting near you, telephone **0845 155 1013** or visit www.devon.gov.uk/disc

Educational Psychologist (EP)

An EP will talk to staff at your child's pre-school or school about the things that have been done to help your child. The EP may work with staff to help develop targets and strategies. If your child needs a Statutory Assessment an EP will assess their needs.

www.devon.gov.uk/educational_psychology-parentsinfo

Education Welfare Officer (EWO)

May help with a variety of welfare issues. They may be involved if there are difficulties with your child's school attendance. www.devon.gov.uk/education_welfare

Elective Home Education (EHE)

EHE informs, advises and supports families who choose to home educate. Tel **01392 383916** or visit www.devonldp.org/homeeducation

Equality and Human Rights Commission

A national commission working to eliminate discrimination, reduce inequality, protect human rights and build good relations, ensuring that everyone has a fair chance to participate in society. Tel **0845 604 6610** or visit www.equalityhumanrights.com

F

Fair Access to Short Breaks (FASB)

This is Devon's process of agreeing a family's entitlement for support and could include direct payments, 1-1 support in accessing mainstream services or residential respite support.

Family Information Directory (FID)

For information on childcare and other services for children and families. Access the FID through www.devon.gov.uk/disc

Further Response Service (FRS)

The FRS manages the cases of children and young people with more complex additional needs to ensure their needs are met. FRS staff include mental health workers, occupational therapists and social care staff. To find out whether an assessment would be suitable for your child telephone **0345 155 1071**

H

Home-Start

A community service that can support families with a child under five facing challenging times. For more information and to find your local Home-Start visit www.home-start.org.uk or tel **0800 068 63 68**

Inclusion and Re-integration Service

This team provides information, advice and support to families and schools when a child is at serious risk of exclusion or has been permanently excluded from school.

Tel **01392 383925** or visit www.devon.gov.uk/exclusions

Inclusive Education

DCC has an Inclusion Policy stating that all children should be able to achieve success and are entitled to a broad and balanced curriculum. Wherever possible, this should be alongside their peers in a mainstream setting within their local community.

Inclusive Education Panel

A panel of head teachers and local authority representatives which considers statutory assessment requests, ensures fair funding decisions and decides on appropriate education settings for children with SEN.

Independent Parental Supporter (IPS)

IPS volunteers are trained and managed by the Parent Partnership Service to support you in preparing for meetings with the school or Local Authority, and possibly attend meetings with you.

Individual Educational Plan (IEP)

A plan which may be written if your child has support through Early Years Action, Early Years Action Plus, School Action, School Action Plus or a statement of SEN. A short term target-setting plan which says what help is provided at school, how to help at home and how progress is monitored.

J

Joint Agency Team (JAT)

Staff from health and social care who work together to assess and support children with disabilities.

L

Learning Support Assistant (LSA)

Also known as a teaching assistant. Works under the direction of a class teacher to help one or more children with their learning or behaviour.

Local Authority (LA)

Devon County Council is the local authority for Devon.

Local Learning Community (LLC)

An area which includes a secondary school, its partner primary schools, youth clubs, early years settings and local adult education. Staff meet up to plan and share resources.

M

Maintained school

A state school. This includes community, foundation and voluntary schools, and community special and foundation special schools.

N

Named officer

If your child is having a Statutory Assessment or has a Statement of SEN, CSET will tell you the name and phone number of a named officer (or casework manager) who will be available to talk to you about any issues you may have.

National Curriculum

The National Curriculum sets out the stages and core subjects your child will be taught during their time at school. Children aged 5 to 16 in maintained or state schools must be taught the National Curriculum.

Note in Lieu

If CSET decides that your child does not need a Statement of SEN you will be given a note-in-lieu. This describes your child's special educational needs, why your child hasn't got a statement and suggests ways of meeting your child's special educational needs.

O

Ofsted

Inspects and regulates schools and early years settings to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. www.ofsted.gov.uk

P

Parent Carers' Voice (PCV)

A forum for parents and carers to influence the way services are planned and delivered. www.parentcarersvoice.co.uk

Parent Support Advisers (PSAs)

PSAs are employed by the LLC to work with parents to improve behaviour and attendance, overcome barriers to learning and increase involvement in their child's education.

Pastoral Support Plan (PSP)

A PSP is put in place for children at risk of permanent exclusion.

Person Centered Planning (PCP)

An approach used for gathering information at transition and annual reviews which centres on the child.

Portage

Home-based educational support for pre-school children with special educational needs.

S

SEN Code of Practice

Advice for local authorities, maintained schools, early years settings and other places which have a duty to identify, assess and provide services for children with special educational needs. For more information telephone **0845 602 2260**

SEN provision

The help that is given to your child which is additional to, or different from, that given to other children in the class.

Special Educational Needs (SEN)

Children have SEN if they have a learning difficulty or disability which means they need special educational provision.

Special Educational Needs Co-ordinator (SENCo)

A teacher with responsibility for planning special educational needs services within your child's school.

Special Educational Needs and Disability Tribunal (SEND)

SEND hears appeals against LA decisions about children with SEN, as well as disability discrimination claims against schools and LAs. Tel **01325 392760** or visit **www.justice.gov.uk**

Special school

A school for children with a statement of special educational needs.

Speech, Language and Communication Needs Team (SLCN)

Supports children who have these needs as their main area of difficulty. Tel **01392 686230** or visit **www.devonldp.org**

Statement of Special Educational Needs

A legal document which sets out your child's needs and the specific help they should receive.

Statutory Assessment

A detailed assessment of your child's special educational needs including parental, educational, psychological and medical advice, and advice of other professionals involved.

Sure Start

A government programme bringing together early education, childcare, health and family support, usually in a children's centre, to give every child the best start in life.

www.direct.gov.uk/surestart

T

Teaching Assistant (TA)

Also known as a Learning Support Assistant. Works under the direction of the class teacher to help children with their learning or behaviour.

Team Around the Child Meeting (TAC)

A meeting of parents, the child and involved professionals which is arranged in order to develop a plan to meet the needs identified in a CAF.

Transition Plan

A plan drawn up when your child is in year 9. It sets out the steps needed to help your child move to adult life. It should take account of the views of your child, you, the CSW Personal Adviser and all other professionals involved.

Transport

To ask about entitlement to free or assisted school transport telephone **0845 155 1019** or visit **www.devon.gov.uk/school_transport**



For support or more information contact
Devon Parent Partnership Service on **01392 383080** or email
parentpartnershipservice-mailbox@devon.gov.uk
www.parentpartnershipdevon.org.uk

If you would like this document in another language or format,
or you need an interpreter call **01392 383080**