

GLOSSARY OF EDUCATIONAL TERMS

ACE	Advisory Centre for Education
ACPC	Area Child Protection Committee
ACS	Average Class Size
AD(H)D	Attention Deficit (Hyperactivity) Disorder. An SEN condition where a child has a short concentration span and is unable to stay on task.
Admission Criteria	The method of allocating places to schools which are over-subscribed
Admission Number	The minimum number of pupils a school can admit in a year group and, except in exceptional circumstances, also the maximum under a code of practice. This will be guided by the net capacity of the school (see net capacity).
Agreed Syllabus	A non-denominational syllabus of religious education required to be used in Community and Voluntary Controlled schools and drawn up by a SACRE (see below)
ALS	Additional Literacy Support. An element of the formula funding relating to pupils in Years 3 and 4, who have insecure literacy skills requiring extra tuition.
AMP	Asset Management Plan. A plan required by all LEA's which sets out how capital expenditure is prioritized and expended in a planned manner on an agreed basis.
Annual Review	A review of a child's SEN statement, involving the LEA, parents and the school. There is a set procedure.
APP	Assessing Pupils' Progress
Appraisal	A review of an employee's performance, especially for the purposes of staff development.
APS	Average Points Score
ASD	Autistic Spectrum Disorder
ASDS	Autistic Spectrum Disorder Service - working with pupils from Nursery to 19 years, who have a diagnosis of an autism spectrum disorder.
ASG	Association of Sutton Governors.
ASPECT	Assessment Profile on Entry for Children and Toddlers
AST	Advanced Skills Teacher. Teaching post that recognizes responsibilities to support the professional development of other teachers, to raise standards of teaching and learning and undertake outreach work with other schools.

Asset Management Plan	A 5-year plan which identifies the condition, suitability and sufficiency of accommodation within a school and the costs of making necessary improvements.
Associate Member	Appointed as members of any governing body committee, who can contribute specifically on issues related to their area of expertise. Associate members are not governors but can be invited to attend full governing body meetings.
ATL	Association of Teachers and Lecturers.
Attainment targets	The National Curriculum sets out expected standards of pupils' performance at end of each key stage. Each target is graded into 8 levels and pupils are expected to progress through the levels.
AWPU	Age-Weighted Pupil Unit. The sum of money allocated to the school for each pupil according to age. This is a basic unit of funding for the school.
Base budget	The school budget plan before pay and price inflation is added. (Sometimes referred to as the November base budget.)
Baseline Assessment	An assessment of a child's skills and abilities usually made by a teacher within the first seven weeks of starting primary school. It shows teachers what a child can do when starting school and helps them to plan lessons and measure progress. Areas covered include Language and Literacy, Maths and Personal and Social Development.
Basic Need (BN)	The method used by the DfES to provide capital credit approvals for building works to an LEA when there is a shortage of school places in the overall area.
Basic Skills	Reading, writing and arithmetic
Benchmarking	A statistical method of comparing schools academic outcomes.
Best Value	All Local Authorities are required to obtain best value for their services. School governing bodies are not bound by the same legislation, but under the OFSTED framework are expected to demonstrate that they provide good value for money.
BIP	Behaviour Improvement Programme
BSF	Building Schools for the Future
Budget forecast	The process of predicting the budget plan for future financial years. The LEA recommends 3 financial years in advance.
CAF	Common Assessment Framework
CAMHS	Child and Adolescent Mental Health Service

Capital expenditure	Spending of a significant nature, generally on the school building that has a long-term benefit. This will be an improvement such as an extension to the school or significant renewal of the existing fabric e.g. new windows.
Catchment area	The area from which a school takes its pupils.
CATS	Cognitive Ability Tests.
CBDS	Common Basic Data Set
Central Reserve	Funding held centrally, it is used to provide additional funding for individual schools where there is a significant increase in costs for specified areas, e.g. significant in year increase in pupil numbers. Allocations from central reserve require the approval of the Strategic Director of Learning for Life and the Strategic Director – Finance and Information.
Central Services	Services provided to schools by the Local Education Authority.
CEO	Chief Education Officer
CFR	Consistent Financial Reporting
Children’s Centre	A Children’s Centre brings together a wide range of services for children from birth to 5 years and their families, creating a focal point within the community for parents and providers of childcare and family support. Children’s Centres and Extended Schools can be co-located where appropriate.
Circulars	Documents issued by the DfES to explain, interpret and give guidance about legislation.
Citizenship	Concerned with educating children about people’s place in society and all that entails. A national curriculum subject in secondary schools.
CLLD	Communication, Language and Literacy Development
Community Schools/Community Special Schools	Term used in the SSFA (see below) to describe former LEA-maintained schools and Special Schools or Grant Maintained schools and Special schools which opted to become Community schools and Special Schools.
Competitive tendering	Obtaining quotes or tenders from alternative suppliers before awarding contracts.
Condition	One of the three elements of the AMP (Asset Management Plan) that assesses the physical state of the existing fabric of the building.
Co-opted governor / Community governor	A governor representing community and local businesses chosen by members of a governing body who have themselves been elected or appointed.
Core curriculum	The National Curriculum subjects that every child must study throughout their period of compulsory schooling - English,

	Maths, Science and Information Technology.
COSHH	Control of Substances Hazardous to Health – Health & Safety legislation.
CPD	Continuing Professional Development
CPR	Child Protection Register
Creative Studies	Broad term to group Art, Music, Drama and Dance.
CRB	Criminal Record Bureau
CSS	Circle Sure Start
CT	Children’s Trust
CTF	Common Transfer Form
Cultural Diversity	A requirement that schools design the curriculum to include different cultures reflected by the local community or country.
CVA	Contextual Value Added
CYIPSP	Children and Young People’s Inclusion Support Panel
CYPP	Children and Young People’s Plan
DCSF	Department for Children, Schools and Families
DDA	Disability Discrimination Act
Deficit	When the school budget plan exceeds the schools budget share (the overspent balance).
Delegated budget	Money provided under Fair Funding (see below) which governors can manage at their discretion (see also Devolved funds, below), within the Fair Funding for Schools Scheme.
Delegated powers	Authority given to a committee or the headteacher to take action on behalf of the governing body.
Devolved funds	Such as the Standards Fund, are those that have to be used for specific purposes.
DFC	Devolved Formula Capital - grant available directly to schools through the LA on a formula basis set out by the DfES.
DfES	Department for Education and Skills (replaced by DCSF).
Differentiation	The organization of teaching programmes and methods specifically to suit the age, ability and aptitudes of individual 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. Maximum of 1265 hours in a school year.
Disapplication	A term used where National Curriculum requirements may not apply to a pupil.

DPA	Data Protection Act
DPC	Data Protection Commission / Commissioner
Dyscalculia	Number blindness – impairment of the ability to solve mathematical problems.
Dyslexia	Used to describe the specific learning disorder of children who have difficulty in acquiring reading, spelling, writing and numeracy skills, sometimes called word blindness.
Dyspraxia	Generally recognised as an impairment or immaturity of the organisation of movement. Associated with this may be problems of language, perception and thought
EAL	English as an Additional Language
E(S)BD	Emotional (Social) and Behavioural Difficulties.
EC	Excellence Cluster
ECAR	Every Child a Reader
ECAW	Every Child a Writer
ECC	Every Child Counts
ECM	Every Child Matters - new multi-agency approach to the delivery of services to children.
EDP	Education Development Plan, (replaced by the Children and Young People's Plan)
ELG	Early Learning Goals - outlines expectations for children to reach by end of Foundation Stage.
EMAG	Ethnic Minority Achievement Grant
EP	Educational Psychologist
ERIC	Everyone Reading in Class
ESD	Education for Sustainable Development
ESO	Education Supervision Order, which LAs may apply for to deal with cases of poor attendance at school.
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.
Excellent Teacher Scheme	New post (from January 2006) for excellent classroom practitioners with an established track record of sustained high quality teaching, but without the outreach function of Advanced Skills Teachers.
Ex officio	Able to attend meetings by virtue of holding a particular office, (for example, headteachers are able to attend all governors' meetings).
Exclusion	The temporary or permanent banning of a pupil from school

	for serious breaches of discipline or misconduct.
Extended School	A school that provides a range of services and activities often beyond the school day to help meet the needs of its pupils, their families and the wider community. Children's Centres and Extended Schools can be co-located where appropriate.
EY	Early Years
EYDCP	Early Years Development and Childcare Partnership plans education locally for children below compulsory school age, and childcare for children from 0 to 14 years.
Failing School	A school identified by an Ofsted inspection team to be failing to give its pupils an acceptable standard of education.
Fair Funding	The system of funding for schools introduced in April 1999 that sets the framework for the financial relationship between schools and their LEAs.
FE	Further Education
Federation	The coming together under one governing body of not more than 5 maintained schools.
FGB	Full Governing Body
Five Outcomes	The five outcomes aimed for under the Every Child Matters initiative: Be healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution and Achieve Economic Well Being.
FMSiS	Financial Management Standard in Schools
FOI	Freedom of Information
Form of entry	The number of classes that a school admits each year.
Formula Funding	The method by which funds for school budgets are calculated, also referred to as the Resource Allocation Formula.
Foundation governor	A governor appointed by the foundation body of a Voluntary school.
Foundation Special schools	Name now given to former Grant Maintained Special schools
Foundations schools	Category of schools maintained by the LEA but where the school is the employer and owns its premises; usually former Grant Maintained schools.
Foundation Stage	(FS) The Foundation Stage is the first stage of the National Curriculum that focuses on the distinct needs of children aged three until the end of the reception year of primary school. It is a broad, balanced and purposeful curriculum, delivered through planned play activities.

FSA	Food Standards Agency
FSM	Free School Meals
FSP	Foundation Stage Profile
GB	Governing Body
GCSE	General Certificate of Secondary Education.
GNVQ	General National Vocational Qualification
G&T	Gifted and Talented
GTC	General Teaching Council
GTP	Graduate Teacher Programme - An employment based training programme where schools can benefit from grant payments to help cover the salary costs of their trainees.
HEADLAMP	Head Teachers Leadership and Management Programme
HLTA	Higher Level Teaching Assistant
HMCI	Her Majesty's Chief Inspector of Schools
HoDs	Heads of Departments
HSE	Health and Safety Executive
Humanities	Non-scientific and non-technical subjects eg English, Geography, History, Languages, RE.
IB	International Baccalaureate
IBP	Individual Behaviour Plan
ICT	Information (and Communication) Technology
IEB	Interim Executive Board
IEP	Individual Education Plan for pupils with special educational needs.
liP	Investors in People
Incremental increases	The term used to describe the annual increase awarded to those employees due to move up a point on the salary scale. The annual incremental increase stops once the employee reaches the top of the salary pay scale.
In loco parentis	A legal term, which literally means in the place of a parent. It means that a teacher/school must show the same duty of care towards a pupil as would a reasonable parent.
INSET	In-Service Education and Training – courses for practicing teachers.
Instrument of Government	A legal document setting out the composition of governing bodies.
ISA	Information Sharing and Assessment

ISB	Individual Schools Budget. The balance of the Local Schools Budget (LSB) left after deducting the central funds described above. Distributed to schools through a formula.
ISR	Individual School Range
ISS	Integrated Support Service (covers four SEN support services - PLCSS, LST, SIS & ASDS)
JAR	Joint Area Review, the new inspection regime which covers the whole range of children's services within a geographical area (not to be confused with the now defunct Joint Annual Review)
JAS	Joint Adolescent Service
Junior Schools	For 7 – 11 year old pupils
KS1-4	Key Stages – 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.
LA	Local Authority (formerly Local Education Authority)
LAC	Looked After Children
LSCB	Local Safeguarding Children Board
LDD	Learning Difficulties of Disabilities
LEA	Local Education Authority (now known as LA)
League Tables	Government analysis of assessment and examination results in rank order.
Link Governor	The terms Link, Curricular or Specific Subject Governor are often used for governors who are given responsibility for specific subjects eg. ICT, Numeracy, Literacy, RE, SEN etc. It is not a statutory requirement for subjects to have governors assigned to them, but it is considered good practice. Link governors can also be the term used for governors who are the link between the LEA and the school.
List 99	List 99 is a sensitive and confidential document containing the names, dates of birth and teacher reference numbers of people whose employment has been barred or restricted, either on grounds of misconduct or on medical grounds. Access to it is strictly limited to individuals responsible for checking the suitability of applicants. The purpose of List 99 is to enable employers to safeguard against employing a barred person. It should be emphasised that not all those on the list are perceived to be a danger to children.
LP	Lead Professional
LSA	Learning Support Assistant
LSB	Local Schools Budget. This covers spending determined by

the Authority in respect of all schools covered by Sutton's Scheme for financing schools under the Fair Funding arrangements. The Authority may retain funding from within the LSB for purposes defined in regulations made under section 46 of the School Standards and Framework Act 1998. This covers responsibilities for strategic management, access to education (eg admissions), special educational needs, school improvement (ie the education development plan) and specific grant schemes.

LSC	Learning and Skills Council.
LST	Learning Support Team - working with pupils from Y1 to Y6 who have literacy and numeracy difficulties
MA	Modern Apprenticeships
Maintained School	Any school in which the Local Education Authority (LEA) has financial and administrative responsibility. Central Government devolves money to the LEA, who then delegates budgets to its maintained schools.
MFL	Modern Foreign Languages
Mixed ability	A teaching group in which children of all abilities are taught together rather than being streamed or set.
MLD	Moderate Learning Difficulty
Monitoring	The process of checking the progress of the budget plan. It is an essential part of the budgeting procedures and must be done regularly throughout the financial year.
MSA	Midday Supervisory Assistant
NAHT	National Association of Headteachers.
NAS/UWT	National Association of Schoolmasters/Union of Women Teachers.
National Curriculum	Covers what pupils should be taught in state maintained schools. The National Curriculum provides a balanced education for a child covering 11 subjects overall, and is divided into four Key Stages according to age.
NCPTA	National Confederation of Parent Teacher Associations.
NCSL	National College for School Leadership
NEET	Not in Education, Employment or Training
Net capacity	The physical capacity of the school determined by a set formula prescribed by the DfES. It is used to measure the general surplus or deficit of school places, and the schools admission number should normally fall within limits set by the net capacity assessment.
NetOp	Remote Management ICT Software, enabling ICT support to

be delivered to the desktop from staff based at The Grove, in both Management Information Services, and Finance.

NFER	National Foundation for Educational Research.
NGA	National Governors' Association (formed in 2006 by amalgamation of NGC and NASG)
NGfL	National Grid for Learning.
NHSS	National Healthy Schools Standard
NLS	National Literacy Strategy
NNEB	National Nursery Examination Board.
NNS	National Numeracy Strategy
Non-teaching (Support) Staff	Members of the school staff employed to provide services in a school but not to teach, such as classroom assistants, cleaners and school secretaries.
NPQH	National Professional Qualification for Headship
NQT	Newly Qualified Teacher.
NUT	National Union of Teachers
OFSTED	Office for Standards in Education. The body that arranges, and sets standards for, school inspections.
On costs	The term used for the National Insurance and Superannuation contributions for employees. Sometimes referred to as overheads.
OO(S)HL	Out of (School) Hours Learning
OTT	Overseas Trained Teacher
Outturn Statement	A statement of what the school actually spent in a financial year.
PAN	Published Admissions Number – formerly PAL (Planned Admissions Limit). The number of children the LEA (or governing body of an Aided or Foundation School) determines can be admitted to the school. This will be influenced by the net capacity (see net capacity). Used as basis for determining admission appeals.
PANDA	Performance and Data Analysis (replaced by RAISE)
Partnership governor	For Foundation schools and Foundation Special schools, a person nominated in accordance with the Regulations where the Instrument of Government so requires.
PAT	Pupil Achievement Tracker (see RAISE)
	Professional Association of Teachers.
PAYP	Positive Activities for Young People

PCT	Primary Care Trust
PEPs	Personal Education Plans - schemes developed for young individuals in public care, designed to support their education.
Peripatetic teacher	One who teaches in a number of schools, to give specialist instruction, e.g. In music.
PFI	Private Finance Initiative. An initiative where major school building projects are financed and normally operated through the private sector, with payments made back over the lifetime of a contract.
PG	Parent Governor
PGCE	Post-Graduate Certificate of Education. A teaching qualification, which includes a period of practical teaching experience.
PGR	Parent Governor Representative elected to serve on a local authority committee discharging the education functions of the LEA.
PHSE	Personal Health and Social Education
PI(PS)	Performance Indicators (for Primary Schools).
PLASC return	Pupil Level Annual School Census - part of a return submitted to DfES by every school each January to record pupil data (age, ethnic origin etc), used to determine funding levels and for benchmarking data.
PLCSS	Primary Language and Communication Support Service - working from Nursery to Y6 with pupils with speech, language and communication difficulties
Plenary	The time at the end of a lesson in which the teacher finds out what children have learnt and re-emphasises the main points of the lesson.
PMLD	Profound and Multiple Learning Difficulties
Portage	Planned approach to home-based pre-school education for children with developmental delay, disabilities or any other special educational needs.
PPA	Planning, Preparation and Assessment
Prospectus	A brochure containing useful facts and figures relating to a school, which the governing body must publish each year for parents and prospective parents. Minimum requirements for content are laid down to enable comparisons between different schools.
PRP	Performance Related Pay.
PRU	Pupil Referral Unit.

PSHE	Personal Social and Health Education
PSLD	Physical and Severe Learning Difficulties
PSP	Pastoral Support Programme for pupils at serious risk of permanent exclusion.
PTA	Parent Teacher Association – or PSA (Parent Staff Association).
PTR	Pupil/Teacher Ratio. This is calculated by dividing the number of pupils in a school by the number of full-time equivalent teachers.
Pupil profile	Broad evaluation of a pupil's personality, interests and capabilities. This forms part of the pupil's Record of Achievement (see ROA).
QCA	Qualifications and Curriculum Authority.
QTS	Qualified Teacher Status - professional status needed to be able to teach in state maintained schools in England and Wales.
Quorum	The minimum number of members required to be present at a meeting before decisions can be made.
RAISE(online)	Reporting and Analysis for Improvement through School self-Evaluation (replaces the Ofsted Performance and Assessment (PANDA) report and the DfES Pupil Achievement Tracker (PAT)).
RAP	Raising Attainment / Achievement Plan
RAS	Referral and Assessment Service
RE	Religious Education
Remodelling	Workforce Remodelling is a national agreement to reform the school workforce to create capacity for teachers and headteachers to focus on their core roles of teaching and leading teaching and learning, by relieving them of tasks which do not require their professional skills and expertise.
Resolution	A formal decision which has been proposed, seconded and agreed – not necessarily by a vote – at a meeting.
Revenue Expenditure	General running costs e.g. salaries, rates, fuel etc.
Rgi/RI	Registered Inspector, who is authorized to lead an inspection team (colloquially, a 'Reggie').
RIG	Rewards and Incentive Group
SA(+)	School Action (plus) - used where School Action has not been able to help a child make adequate progress. At SA+ the school will seek external advice from the <u>LEA's</u> support services, the local Health Authority or from Social Services. For example, this may be advice from a Speech and

	Language Therapist (SaLT), an Occupational Therapist (OT) or Specialist Advisory Services dealing with Autism, Behavioural Needs etc. SA+ may also include one-to-one support and the involvement of an Educational Psychologist.
SACRE	Standing Advisory Council on Religious Education. Local statutory body which advises on religious education and collective worship.
SAI	The Schools Access Initiative is intended to provide funding to make mainstream schools more accessible to children with disabilities and special educational needs.
'SATs'	Standard Assessment Tasks (title protected by copyright) used for National Curriculum Assessment.
School budget	A detailed plan of expenditure and income. Prepared each financial year in accordance with an agreed format.
Schools Forum	Schools Forums were set up to give schools greater involvement in the distribution of funding within their local authority (LA). Each LA must consult its Schools Forum on the School Funding Formula, as well as other issues in connection with schools budgets and provision of school places.
School Profile	The Profile, which replaces the governors Annual Report to Parents, provides parents with information about the school and complements the information available in school performance tables
SDP	School Development Plan - a projection of what a school hopes to achieve within a prescribed time limit.
SEAL	Social and Emotional Aspects of Learning
SEBD	Social, Emotional and Behavioural Difficulties
Secondment	The release of staff on a temporary basis for work elsewhere.
SEF	Self-Evaluation Form
SEN	Special Educational Needs. Learning difficulties for which special educational provision has to be made. May include children with physical disabilities or emotional and behavioural disorders.
SENCO	SEN Co-ordinator. The teacher responsible for co-ordinating SEN provision in the school.
SENDA	Special Educational Needs and Disability Act
SENDIST	Special Educational Needs and Disability Tribunal.
September trigger	Increased pupil numbers between January and September in any year, (providing the numbers meet the necessary criteria) will 'trigger' extra funding for the school from the central reserve.

Setting	A system of organizing pupils into ability groups for particular subjects.
SHA	Secondary Heads Association.
Sibling	A brother or sister.
SICS	Sutton Internal Cover Scheme. The scheme set up by the LEA to cover the long-term absence of teaching staff and support staff.
SIMS	Schools Information and Management System. A computer package to assist schools in managing information on pupils, staff and resources.
SIP	School Improvement Partner - acts as a critical professional friend to the school, helping its leadership to evaluate its performance, identify priorities for improvement, and plan effective change. Also School Improvement Plan (previously School Development Plan) – document which describes the strategies to be used to help fulfill the schools targets, future development and aspirations.
SIS	Sensory Impairment Service - working with pupils from birth to 19 years who have hearing and/or visual difficulties
SLA	Service Level Agreement
SLD	Severe Learning Difficulties.
SLT / SMT	Senior Leadership / Management Team.
SMART	Smart, Measurable, Achievable, Realistic, Time-scaled
Specialist Schools Programme	Additional funding enables secondary schools to develop strengths in a particular subject area, supported by local industry and in partnership with local schools and the wider community to share resources and expertise, while still delivering a National Curriculum-based education eg technology, arts, sports, languages.
Special Measures	Where a school is judged by OFSTED to be failing, or likely to fail, to provide an acceptable standard of Education.
Special School	A school for children whose special educational needs cannot be met within a mainstream school.
Special Unit	A unit attached to a mainstream school to cater for children with specific special needs (in Sutton, called Opportunity Bases).
SpLD	Specific Learning Difficulty
SPP	Strategic Partnership Plan
SRE	Sex & Relationship Education

SRS	Safer Routes to School. A government initiative to make the environment safer to encourage children to walk or cycle to school, thereby avoiding school car runs.
SSA	Standard Spending Assessment. The standard level of public spending on each local authority determined by the government.
SSF	Schools Standard Fund
SSP	Small Schools Protection. An element of the formula funding for those schools with less than 10 teachers (excluding Headteachers and Deputy Heads) where the average salary for teaching staff exceeds the LEA average
Standard Number (SN)/standard number capacity	A method of measuring the capacity of a school abolished on 31 August 2004, replaced with net capacity (see net capacity)
Standards Fund	Devolved monies for school improvement projects, including staff development and governor training, some of which may be earmarked for specific purposes.
Statementing	The procedure by which a child is formally assessed under the 1996 Education Act as having significant special educational needs.
Statement of SEN	A statutory document that describes a child's special educational needs and how they are to be met. The process of making the assessment is known as statementing.
Statutory proposal	A process required laid down by statute when an LEA or governing body seeks a defined change to a school's character or organization.
STRB	School Teachers' Review Body. Makes recommendations to the Secretary of State on teachers' pay.
Streaming	Placing pupils in classes according to their ability.
Study Support	Voluntary learning activity outside normal lessons which aims to improve children's motivation, build their self-esteem and help them to become more effective learners.
Sufficiency	One of the three elements of the AMP (Asset Management Plan) which assesses the capacity of a school to admit pupils according to the 'net capacity' method.
Suitability	One of the three elements of the AMP (Asset Management Plan) which assesses whether a school building is suitable to deliver the curriculum and the general operation of the school, looking in particular at the appropriateness and size and shape of individual spaces.
Sure Start	A strategy to develop local programmes to improve services for children under four and their families in disadvantaged

	areas.
SWAN & SWAN2	Schools Wide Area Network delivering Internet, Intranet and e-mail services to all Sutton's schools. ICT support services are also based on this network, enabling remote ICT support being delivered to the desktop from LEA offices in The Grove. SWAN2 is the new Broadband network planned for installation from September 2004.
TA	Teaching Assistant
TCF	Targeted Capital Funding - Capital grants awarded by the DCSF to schools to support specific DCSF initiatives, normally requiring bids to be submitted by the Local Authority.
TDA	Training and Development Agency for Schools (formerly TTA - Teacher Training Agency)
TED	Teacher Education Day. Each year 5 days during term time (also known as 'Inset' days) are set aside for staff training. Pupils do not attend school on these days.
Threshold	Experienced teachers may apply to be assessed to be paid above the threshold of their incremental pay.
TLR's	Teaching and Learning Responsibility payments (to replace Management Allowances). There are two payment levels TLR1 & TLR2.
ToR	Terms of Reference - who does what, for example, in a committee
UCAS	Universities and Colleges Admissions Service
UPS	Upper Pay Spine
VA	Voluntary Aided. School maintained by the LEA except for some particular aspects, such as paying 15% towards some building costs. Usually a denominational school in which the governors have particular religious rights and also responsibilities.
Value Added	When pupils are enabled to achieve above their assessed performance levels; the additional benefits accruing from, eg, a school's ethos or extra-curricular activities.
VC	Voluntary Controlled. A denominational school wholly maintained by the LEA but with certain residual rights regarding religious worship.
VCS	Voluntary and Community Sector
Vertical grouping	Classes formed (in primary schools) with children of different age groups.
Virement	The agreed transfer of money from the budget heading to which it has been allocated to another budget heading.

Walking distance	The statutory distance beyond which the LEA must provide free school transport is two miles for children up to 8 years old and three miles for those aged 8 and over.
WAMG	Workforce Agreement Monitoring Group
Work experience	A planned programme as part of careers education that enables pupils in school time to sample experience of a working environment of their choice.
Year Groups	Under the National Curriculum, year groups are numbered from Year 1 (5/6 year olds) to Year 13 (17/18 year olds). Year R represents reception classes.
YOT	Young Offending Team
YTS	Youth Training Programme

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