

## Abbreviations used in Education Documents

Abbreviation	Full	Notes
ACE	Advisory Centre for Education	<a href="http://www.ace-ed.org.uk/">www.ace-ed.org.uk/</a>
AHT	Assistant Head Teachers	
APM	Annual Parents' Meeting	
ATL	Association of Teachers and Lecturers	
AWPU	Age-Weighted Pupil Unit	Sum of money allocated to the school for each pupil according to age. This is the basic unit of funding for the school.
BECTA	British Educational Communication and Technology Agency	<a href="http://www.becta.org.uk/index.cfm">www.becta.org.uk/index.cfm</a>
BQS	Better Quality Spending	
C School	Community School	The LEA employs the school's staff, owns the school's land and buildings and is the admissions authority i.e. it has primary responsibility for deciding the arrangements for admitting pupils.
CASE	Campaign for State Education	<a href="http://www.casenet.org.uk/">www.casenet.org.uk/</a>
CATS	Cognitive Ability Tests	
CEA	Cambridge Education Associates	<a href="http://www.cea.co.uk/reward.htm">www.cea.co.uk/reward.htm</a>
CEDC	Community Education Development Centre	<a href="http://www.cedc.org.uk/">www.cedc.org.uk/</a>
CEO	Chief Education Officer	
CLA	Copyright Licensing Agency /Agreement	
COSHH	Control of Substances Hazardous to Health	
CPD	Continuing Professional Development	
CRB	Criminal Records Bureau	<a href="http://www.crb.gov.uk/">www.crb.gov.uk/</a>
CRE	Commission for Racial Equality	<a href="http://www.cre.gov.uk/">www.cre.gov.uk/</a>
DETR	Now Environment and Regional Government (See ODPM)	
DfES	Department for Education & Skills	Formerly: DfEE(July '95-June '01), DFE(July '92-'95), DES(pre 1992)
DHT	Deputy Head Teacher	Some schools now have Assistant Head Teachers
DTI	Department of Trade and Industry	<a href="http://www.dti.gov.uk/">www.dti.gov.uk/</a>
EA 2002	Education Act 2002	
EAL	English as an Additional Language	Formerly ESL-English as a Second Language
EASEA	Now TeacherNet Mailing	<a href="http://www.teachernet.gov.uk/Education_Overview/Mailing/">www.teachernet.gov.uk/Education_Overview/Mailing/</a>
EAZ	Education Action Zone	<a href="http://www.standards.dfee.gov.uk/eaz">www.standards.dfee.gov.uk/eaz</a>
EBD	Emotional & Behavioural Difficulties	

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EDP	Education Development Plan	Which LEAs are required to prepare - <a href="http://www.standards.dfes.gov.uk/lea/education/">http://www.standards.dfes.gov.uk/lea/education/</a>
ESGA	Essex School Governors Association	<a href="http://www.esga.org.uk/">www.esga.org.uk/</a>
ESL	English as a Second Language	Now EAL-English as an Additional Language
ESO	Education Supervision Order	Which LEAs may apply for to deal with cases of poor attendance at school.
ESPP	Early Support Pilot Programme	
EWO	Education Welfare Officer	Professional worker who visits pupils' homes and deals with attendance problems and other welfare matters in co-operation with the school.
F School	Foundation School	The governing body is the employer and the admissions authority. The school's land and buildings are either owned by the governing body or by a charitable foundation.
FASNA	Foundation and Aided Schools National Association	<a href="http://www.fasna.org.uk/index.htm">www.fasna.org.uk/index.htm</a>
FSM	Free School Meals	Used as a proxy indicator for levels of poverty
GB	Governing Body	
GCSE	General Certificate of Secondary Education.	
GM School	Grant Maintained School	A primary or secondary school previously financed through the Funding Agency For Schools (FAS) after parents had voted to opt out of LEA control.
GNVQ	General National Vocational Qualification	
GT	Gifted & Talented	
GTC	General Teaching Council	
HMI	Her Majesty's Inspector	A representative of the independent body that monitors standards
HMSO	Her Majesty's Stationery Office	<a href="http://www.hmso.gov.uk/">www.hmso.gov.uk/</a>
HRA	Human Rights Act 1998	<a href="http://www.lcd.gov.uk/hract/hramenu.htm">www.lcd.gov.uk/hract/hramenu.htm</a>
HT	Head Teacher	
ICT	Information and Communications Technology	
IEB	Interim Executive Board	
IEP	Individual Education Plan	For pupils with special educational needs
IIP	Investors in People	<a href="http://www.standards.dfes.gov.uk/schoolimprovement/tools/iip/">www.standards.dfes.gov.uk/schoolimprovement/tools/iip/</a>
ILA	Individual Learning Accounts	
INSET	In-Service Education and Training	
ISCG	Information for School and College Governors	<a href="http://www.governors.fsnet.co.uk/">www.governors.fsnet.co.uk/</a>
JAPONITE	Joint Advisory Panel on Information Technology in Education	<a href="http://www.japonite.org.uk/">www.japonite.org.uk/</a>
KS1	Key Stage 1	Pupils in Years 1 & 2 (5-7 year olds)

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KS2	Key Stage 2	Pupils in Years 3, 4, 5 & 6 (7-11 year olds)
KS3	Key Stage 3	Pupils in Years 7, 8, 9 & 10 (11-14 year olds)
KS4	Key Stage 4	Pupils in Years 11 & 12 (14-16 year olds)
LEA	Local Education Authority	<a href="http://www.dfes.gov.uk/governor/lealinks.cfm">www.dfes.gov.uk/governor/lealinks.cfm</a>
LMS	Local Management of Schools	A scheme for delegating financial responsibility from the LEA to schools
LSC	Learning & Skills Council	<a href="http://www.lsc.gov.uk/">www.lsc.gov.uk/</a>
NAACE	National Association of Advisers for Computers in Education	<a href="http://www.naace.org.uk/">www.naace.org.uk/</a>
NAGM	National Association of Governors & Managers	<a href="http://www.nagm.org.uk/">www.nagm.org.uk/</a>
NAHT	National Association of Headteachers	<a href="http://www.naht.org.uk/">www.naht.org.uk/</a>
NAS/UWT	National Association of Schoolmasters/Union of Women Teachers	<a href="http://www.teachersunion.org.uk/">www.teachersunion.org.uk/</a>
NASEN	National Association for Special Educational Needs	<a href="http://www.nasen.org.uk/mainpg.htm">www.nasen.org.uk/mainpg.htm</a>
NC	National Curriculum	
NCPTA	National Confederation of Parent Teacher Associations	<a href="http://www.ncpta.org.uk/">www.ncpta.org.uk/</a>
NCSL	National College for School Leadership	<a href="http://www.ncsl.org.uk/">www.ncsl.org.uk/</a>
NDPB	Non Departmental Public Bodies	
NFER	National Foundation for Educational Research	<a href="http://www.nfer.ac.uk/">www.nfer.ac.uk/</a>
NGC	National Governors' Council	<a href="http://www.ngc.org.uk/index.htm">www.ngc.org.uk/index.htm</a>
NgfL	National Grid for Learning	<a href="http://www.ngfl.gov.uk/">www.ngfl.gov.uk/</a>
NNEB	National Nursery Examination Board	
NPQH	National Professional Qualification for Headship	A national programme to prepare people for headship
NQT	Newly Qualified Teachers	Teachers in their first year of teaching
NRA	National Record of Achievement	Document now required for all children leaving school, containing a record of a pupil's achievements in and out of school.
NTPC	National Training Programme for Clerks	<a href="http://www.dfes.gov.uk/governor/train_index.htm">www.dfes.gov.uk/governor/train_index.htm</a>
NTPNG	National Training Programme for New Governors	<a href="http://www.dfes.gov.uk/governor/train_index.htm">www.dfes.gov.uk/governor/train_index.htm</a>
NUT	National Union of Teachers	<a href="http://www.data.teachers.org.uk/index.html">www.data.teachers.org.uk/index.html</a>
ODPM	Office of the Deputy Prime Minister	
OfSTED	Office for Standards in Education	The body which arranges and sets standards for school inspections. Website: <a href="http://www.ofsted.gov.uk/">www.ofsted.gov.uk/</a>

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PAN	Published Admission Number. Formerly Planned Admission Limit (PAL).	Fixed number of children which a school must admit if sufficient applications received, as published in the annual prospectus.
PANDA	Performance and Assessment Data from OfSTED	Rating schools of comparable circumstances.
PAT	Professional Association of Teachers.	
PFI	Private Finance Initiative	
PG	Parent Governor	Category of governor on governing body
PGCE	Post-Graduate Certificate of Education	A teaching qualification which includes a period of practical teaching experience.
PGR	Parent Governor Representative	<a href="http://www.dfes.gov.uk/parep/">www.dfes.gov.uk/parep/</a>
PI	Performance Indicators	
PPA	Planning, Preparation & Assessment time	
PPI	Public and Private Initiative	
PPP	Public and Private Partnership	
PRP	Performance Related Pay	
PRU	Pupil Referral Unit	
PSA	Parent Staff Association	
PSHE	Personal, Social and Health Education	<a href="http://www.teachernet.gov.uk/pshe/">www.teachernet.gov.uk/pshe/</a>
PSP	Pastoral Support Programme	For pupils at serious risk of permanent exclusion.
PTA	Parent Teacher Association	
PTR	Pupil Teacher Ratio	The number of teachers to pupils eg. 1:24
QCA	Qualifications and Curriculum Authority	<a href="http://www.qca.org.uk/">www.qca.org.uk/</a>
RgI/RI	Registered Inspector	Authorised to lead an inspection team
ROA	Record of Achievement	
SACRE	Standing Advisory Council on Religious Education	Committee advising an LEA on matters connected with religious education and collective worship in schools.
SATs	Standard Assessment Tasks	National tests/tasks set by SCAA
SCAA	School Curriculum and Assessment Authority	Body corporate responsible for reviewing and advising the Secretary of State for Education and Employment on the school curriculum.
SEN	Learning difficulties for which a child needs special educational help. Website: <a href="http://www.dfes.gov.uk/sen/">http://www.dfes.gov.uk/sen/</a>	
SENCO	Special Educational Needs Co-Ordinator	
SHA	Secondary Heads Association	
SI	Statutory Instrument	Subordinate legislation made under the authority of an Act of Parliament, usually authorised by the Secretary of State. It has the same force in law as an Act of Parliament.

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SIMS	Schools Information and Management System	Computer package to assist schools in managing information on pupils, staff and resources.
SIP	School Improvement Plan	A key document outlining the plans for the school, usually covering 3 years
SMT	Senior Management Team	Head Teacher, deputy (or deputies) and other senior staff who provide leadership for the school. Sometimes called the Leadership Team.
SOC	School Organisation Committee.	Required to be established by the LEA to consider its School Organisation Plan (SOP) for the provision of school places in its area.
SSA	Standard Spending Assessment	Standard level of public spending in each local authority determined by the government.
SSFA	School Standards & Framework Act 1998	
STRB	School Teachers Review Body	A body appointed by the Prime Minister to examine and report on such matters relating to the statutory conditions of employment of school teachers, including teachers' pay.
TA	Teaching Assistant	Employees of the school who work alongside teachers - also known as Classroom Assistants
TA	Teacher Assessment	Assessment of the work of each pupil carried out over the year
TEC	Training and Enterprise Council	Replaced by the Learning and Skills Council
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.
TEN	The Education Network	<a href="http://www.ednet.org.uk/">www.ednet.org.uk/</a>
TES	Times Educational Supplement	<a href="http://www.tes.co.uk/governors/governors_information_network/">www.tes.co.uk/governors/governors_information_network/</a>
VA School	Voluntary Aided School	The governing body is the employer and the admissions authority. The school's land and buildings (apart from playing fields which are normally vested in the LEA) will normally be owned by a charitable foundation. The governing body will contribute towards the capital costs of establishing the school and any subsequent capital building work. From April 2002 the LEA meet the cost of all repairs and maintenance.
VC School	Voluntary Controlled School	The LEA is the employer and the admissions authority. The school's land and buildings (apart from playing fields which are normally vested in the LEA) will normally be owned by a charitable foundation.
VFM	Value For Money	<a href="http://www.dfes.gov.uk/vfm/index.shtml">www.dfes.gov.uk/vfm/index.shtml</a>
WYBGSS	West Yorkshire Black Governors Support Services	<a href="http://www.wybgss.co.uk/main/index.htm">www.wybgss.co.uk/main/index.htm</a>