

GLOSSARY Appendix 3

Taken from The Guide to the Law 2012

A

Absence and Attendance Codes – A list of national codes devised by the Department for Education (DfE), which enable schools to record and monitor attendance and absence in a consistent way. They are also used for collecting attendance data through the School Census.

Academies – Publicly funded independent schools to which Academy arrangements under section 1 of the Academies Act 2010 relate.

Performance Tables – The DfE Performance Tables (published at www.education.gov.uk/schools/performance) provide a reliable and easily accessible source of school-level information. The Tables report on the attainment and progress of all pupils at the end of Key Stage 2 and end of Key Stage 4. Additional measures introduced to the 2011 Tables show the relative attainment and progress of pupils from different prior attainment groups, and of Disadvantaged Pupils (i.e. those on Free School Meals/Children Looked After) compared with "others". The Key Stage 5 Tables report A/AS level (and equivalent) achievements at Level 3 for schools and colleges.

The Tables also include information on school workforce, finance and absence and give access, currently in spreadsheet format, to the underlying results at school level for individual GCSEs and other equivalent qualifications.

Admission authority – Local Authorities (LAs) are admission authorities with responsibility for admissions to community and voluntary controlled schools. In the case of an Academy, foundation or voluntary aided school the governing body is the admission authority.

Admission forum¹ – Section 85A of the School Standards and Framework Act 1998 requires all LA areas to have an Admission Forum. Admission Forums are groups of local admission stakeholders, independent of the LA, which scrutinise admission arrangements and discuss their effectiveness, consider how to deal with difficult admission issues and advise admission authorities on the ways in which their arrangements can be improved. Forums have an important power to publish an annual fair access report on admissions and may exercise their statutory right of objection to admission arrangements.

Admissions register – The details, in alphabetical order, of all pupils that attend a school.

¹ The Education Act 2011 ("the Act") which was granted Royal Assent on 15 November removes the duty on local authorities in England to establish Admission Forums. This provision commences on 1 February 2012.

Agreed syllabus – A syllabus of religious education that is not specific to one religion, adopted by an LA for teaching in community and controlled schools. The syllabus will be determined and written by an Agreed Syllabus Conference and recommended by the local body that advises the LA on religious education and collective worship (see SACRE, below).

Adoption - This removes the parental responsibility of the child's birth parents and anyone else who has parental responsibility for the child and passes it to the adopter. Some children cease to be looked after because they are adopted. They become adopted when the courts make an adoption order.

Appraisal – The process of assessing how well a member of staff is carrying out his or her job.

Approved educational activity – An activity that takes place outside the school premises and which has been approved by a person authorised to do so by the proprietor of the school. The activity is of an educational nature, including work experience, and is supervised by a person authorised on that behalf by the proprietor of the school.

Associate member – A person who is appointed by the governing body as a member of a committee established by it, but who is not a governor.

Attainment targets – The knowledge, skills and understanding that pupils of differing ability and maturity are expected to attain by the end of each key stage of the national curriculum, i.e. assessed at ages 7, 11, 14 and 16.

Attendance register – A register is called at the beginning of the morning session and once during the afternoon. It must contain the names of all the pupils that attend a school.

Audit Commission – An independent body set up by Government to monitor the use of funds by LAs and certain other bodies.

Authorised absence – Where the absence of a pupil has been agreed by the person authorised on their behalf by the proprietor of the school.

B

Ballot – A method of voting, normally secret.

Behaviour support plan – A statement that sets out local arrangements for schools and other service providers for the education of children with behavioural difficulties.

Bullying - Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

C

Capability procedures - procedures governing bodies are required to

establish for dealing with a lack of capability on the part of staff at the school. DfE has published a model capability policy for schools.

Capital grants and expenditure - The Department provides grants to bodies for capital expenditure. Managing Public Money defines capital spending as spending on the purchase of assets, above a certain threshold, which are expected to be used for a period of at least one year. Capital grants are usually large grants awarded to fund the purchase, construction or refurbishment of a tangible or intangible capital asset or project. Capital grants are used to fund items such as capital assets (land, buildings, motor vehicles, computers, machinery etc.); stocks bought as investment in fixed assets. The DfE threshold is £2500; items of less value are not counted as capital assets, even if they do have a productive life of more than one year.

Catchment area – A defined geographical area from which a school takes its pupils.

Casting vote – An additional vote to be used by the chair of governors if an equal number of votes are cast for and against a motion.

Children's Trust – Children's Trusts are local partnership arrangements to improve outcomes for children and young people, underpinned by the Children Act 2004 (section 10) duty to co-operate, which bring together key agencies, including schools, which deliver services for children, young people and their families.

Circular – A policy statement issued by a government department, which does not have the status of law, but which gives guidance on interpretation and implementation of the law.

City Technology College (CTC) – Independent, all ability, non-fee-paying schools for pupils aged 11 to 18. There are two CTCs and one City College for the Technology of the Arts (CCTA) in urban areas across England. CTCs teach the national curriculum to under- 16-year-olds with a focus on science, mathematics and technology. They offer a wide range of vocational qualifications and part of their role is to innovate in the development, management and delivery of the curriculum.

Clerk to the governing body – A person appointed to carry out administrative duties for the governing body such as preparing an agenda, minuting meetings and dealing with correspondence. The clerk advises the governing body on legal and procedural matters.

Collaboration – Where two or more governing bodies may arrange for any of their functions to be discharged jointly by holding joint meetings and/or having joint committees.

Common Transfer File (CTF) – Information which must be transferred when a pupil moves from a maintained school to another school (whether or not a maintained school).

Community governor – A person appointed as a governor whom the governing body considers to be committed to the good government and success of the school. This person may or may not live or work in the community served by the school.

Community school – A state school in England and Wales that is wholly owned and maintained by the LA.

Community special school – A state school in England and Wales that is wholly owned and maintained by the LA providing for pupils with special educational needs (SEN).

Contingency fund – Money set aside for unexpected costs.

Core subjects – English, mathematics and science are the subjects that must be studied by all pupils at every key stage. Progress in Key Stage 1 is assessed through statutory tests and tasks which are used to inform teacher assessment. Progress in Key Stage 2 is assessed through national curriculum tests and teacher assessment. Progress in Key Stage 3 is assessed through teacher assessment (see national curriculum tests, below).

Current expenditure – Spending on the day-to-day running of schools, including staff costs, heating and lighting, consumables and so on; sometimes called recurrent expenditure.

D

Dedicated Schools Grant (DSG) – The ring-fenced specific grant paid by the Department to local authorities in support of the Schools Budget. The money has either to be delegated to schools or used for centrally managed provision for pupils. It can only be spent on other children's services with the approval of the Schools Forum and where an educational benefit can be justified.

Delegation – A process where one body or person gives another body or person authority to take decisions on a particular matter.

Deletion from the school roll – When a pupil's name is removed from the admissions register.

Department for Education (DfE), formerly the Department Children, Schools and Families (DCSF) – The central government department with responsibility for education.

Designated teacher – A qualified teacher, head teacher or acting head teacher who is appointed by the school governing body to promote the educational achievement of looked after children on the school's roll.

Diocese – The area over which a bishop has jurisdiction.

Disapplication – The term used where parts or all of the national curriculum requirements are lifted or modified in relation to a pupil in specified cases or circumstances.

E

Early Years Foundation Stage (EYFS) – A statutory framework for the provision of learning, development and care for children between birth and the academic year in which they turn five (0–5).

Early Years Foundation Stage Profile (EYFSP) – Each child's level of development is assessed against the early learning goals at the end of the academic year in which they turn 5. The EYFSP is designed to ensure that every child leaves the EYFS with their strengths acknowledged and celebrated, their learning and development needs identified, and plans made for the next steps in their learning.

Early Years Single Funding Formula (EYSFF) – The single local funding formula that each local authority is required to develop and implement to fund the free entitlement for 3 and 4 year olds in maintained nursery schools and classes, and private, voluntary and independent early years providers.

Education Welfare Officers – Also known as education social workers or attendance advisers, these officers are employed by LAs to resolve problems of children and young people regularly missing school.

Exclusion – Banning a pupil officially from school by the head teacher, either temporarily or permanently, on disciplinary grounds.

Ex officio governor – Someone who is automatically a governor or able to attend meetings of a governing body by virtue of the office they hold, for example a head teacher, parish priest or vicar, i.e. the position of governor comes with the job.

Extended Activities in Schools – Additional services and activities that are offered by schools to pupils, their families and the wider community. These services often take place outside of normal school hours.

F

Federation of governing bodies – The arrangement whereby several schools join together under a single governing body. The schools remain separate schools but are governed by one body.

Formula funding – The method by which funds for school budgets are calculated. The most important factor is the number of pupils.

Foundation governor – A person appointed to be a member of a school's governing body, otherwise than by the LA, to ensure that the school preserves its particular religious character, or that it is conducted in accordance with the terms of a trust deed.

Foundation school – A type of state school introduced on 1 September 1999 by the School Standards and Framework Act 1998, which has more freedom than community schools in how it is managed and with its admissions procedures. At foundation schools, the governing body is the employer and the admission authority. The school's land and buildings are owned by either the governing body or a charitable foundation. Funding comes from the LA, which also pays for any building work.

Foundation special school – A type of state school introduced on 1 September 1999 by the School Standards and Framework Act 1998, which has more freedom than community schools in how it is managed. It differs from a foundation school, in that it caters for children with special educational needs (SEN). At foundation special schools the governing body is the employer and admission to the school is through a statement, except in cases of emergency placements, which are described in Chapter 8 of the SEN Code of Practice. The school's land and buildings are either owned by the governing body or by a charitable foundation. Funding comes from the LA which also pays for any building work.

Free School – Free Schools are all-ability state-funded schools set up in response to what local people say they want and need in order to improve education for children in their community. Free Schools have the same legal status as Academies.

Fresh Start School – A new school which is opened to replace a school causing concern as part of the DfE Fresh Start programme.

G

General Teaching Council for England (GTCE) – GTCE was the professional body for school teachers until it was abolished on 31 March 2012 by the Education Act, 2011. Relevant regulatory functions are now operated by the Teaching Agency on behalf of the Secretary of State.

GovernorLine – A professional helpline offering confidential email and telephone support across all aspects of school life to school governors, clerks and individuals involved directly in school governance in England. (The website address is www.governorline.info and the telephone number is Freephone: 08000 722 181).

H

Her Majesty's Chief Inspector (HMCI) – Her Majesty's Chief Inspector is the head of Ofsted (Office for Standards in Education, Children's Services and Skills).

Her Majesty's Inspectors (HMIs) – These are appointed by the Chief Inspector to support him or her in his or her statutory duties.

Home-school agreement – All state schools are required to have written home-school agreements, drawn up in consultation with parents. They are non-binding statements explaining the school's aims and values, the responsibilities of both school and parents, and what the school expects of its pupils. Parents will be invited to sign a parental declaration indicating that they understand and accept the contents of the agreement.

I

Inclusion statement – A statutory statement in the national curriculum to provide effective learning opportunities for all pupils through the school curriculum. Teachers can modify (as necessary) the national curriculum programmes of study to set suitable learning challenges, respond to pupils' diverse learning needs, and address potential barriers to learning and assessment for individuals and groups of pupils.

Independent Safeguarding Authority (ISA) – A non-departmental public body created by the Safeguarding Vulnerable Groups Act 2006. The Independent Safeguarding Authority is responsible for making decisions as to who should be added to the list of those barred from working with children and/or vulnerable adults.

Independent school – Any school that provides full-time education for five or more pupils of compulsory school age, which is not maintained by an LA and is not a non-maintained special school. As these are schools that are not funded by the state, they obtain most of their finances from fees paid by parents and income from investments. Some of the larger independent schools are known as public schools, while most boarding schools are independent. Further information is available from the Independent Schools Council information Service (ISCIS).

Individual Schools Budget (ISB) – The total of delegated budgets to maintained schools and allocations to private, voluntary and independent early years providers for the free entitlement to three and four year olds

Information Commissioner – The independent office holder set up to oversee and enforce the Freedom of Information Act and the Data Protection Act. More information can be found at www.ico.gov.uk

Instrument of government – A legal document detailing the composition of a governing body of a school.

K

Key stages – The four stages of pupils' progress in acquiring knowledge and skills as set out in the national curriculum. Pupils are tested at the end of each stage: Key Stage 1, where the majority of pupils are aged 5 to 7; Key Stage 2, where the majority of pupils are aged 7 to 11; Key Stage 3, where the majority of children are aged 11 to 14; and Key Stage 4, where the majority of pupils are aged 14 to 16. There are statutory assessment arrangements at the end of Key Stages 1, 2, and 3.

L

Lay member – A member appointed to a panel hearing appeals against non-admission or exclusion, being a person without personal experience in managing or providing education in any school (other than as a governor or on a voluntary basis). He or she must not have, or have had, any connection with the school, or any person who is a member of, or employed by, the governing body, if that might raise doubts about his or her ability to act fairly.

LA – Local Authority (formerly Local Education Authority).

Authority governor – A person appointed as a governor by the LA.

List 99 – A list previously maintained by the Department for Education of people barred from working in schools and further education establishments. This has been superseded by the Safeguarding Vulnerable Groups Act 2006.

Looked after child – A child who, as defined in Section 22(1) of the Children Act 1989, is cared for by the LA or is provided with accommodation by an LA for more than 24 hours under a voluntary agreement with his or her parents, or who is the subject of a care order.

M

Maintained nursery school (MNS) – A school providing education for children aged from three to five, maintained by the LA.

Maintained school – A school for which an LA has financial and administrative responsibility.

Maintained special school – A special school that caters wholly or mainly for children with statutory statements of SEN, for which an LA has financial and administrative responsibility.

N

National Assessment Agency (NAA) – The NAA was a subsidiary agency of the Qualifications and Curriculum Authority (QCA) and had responsibility for national curriculum tests and ensuring the smooth delivery and modernisation of the examinations system. However, following the publication of Lord Sutherland's report on the 2008 test delivery difficulties NAA was fully integrated into the QCA. NAA has now been abolished. QCDA has now also been abolished, and its national curriculum tests responsibilities have transferred to the Standards and Testing Agency, which is an executive agency for the DfE.

National curriculum – The national curriculum provides a broad and balanced education for all children, covering 12 subjects overall, and is divided into four key stages according to age. It includes statutory assessments, consisting of tests and teacher assessments, at the end of Key Stages 1 and 2 and teacher assessments at the end of Key Stage 3.

National curriculum tests (commonly referred to as SATs) – Statutory national tasks or tests set by the Standards and Testing Agency (STA) and taken by pupils at the end of Key Stages 1 and 2.

NQT – A newly qualified teacher.

Nursery classes – A class in any school comprising children aged three and those who have their fourth birthday during the school year, and any other children whom it is appropriate to educate within that age group. This is usually the year before children attend reception class.

O

Ofqual – Office of the Qualifications and Examinations Regulator, the organisation responsible for regulating qualifications, examinations and national curriculum tests in England.

Ofsted – Office for Standards in Education, Children's Services and Skills. It brings together the regulation and inspection of childcare and children's social care and the inspection of LA children's services, schools, colleges, initial teacher training, work-based learning, adult education and more.

Open enrolment – All schools must admit pupils up to their Published Admission Number (see Published Admission Number, below), which is calculated according to the physical capacity of the school to accommodate pupils.

Outturn – A statement prepared annually by an LA showing its incurred expenditure, and the schools that it maintains, during the financial year. The statement is in a form prescribed by Regulations and must be published and sent to the Secretary of State for Education.

Overall absence – all recorded absences from school whatever the reason, whether authorised or not.

P

Parent – Any person having parental responsibility for a child or who has care of a child, including an LA. Section 576 of the Education Act 1996 defines 'parent' as all natural parents, whether they are married or not; any person

who, although not a natural parent, has parental responsibility for a child or young person; any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Parent Champion – A person appointed where a school is causing concern (particularly when the school is in special measures or requiring significant improvement) to ensure good communication with parents and to help them influence decisions about the future of the school.

Parent governor – A parent elected by other parents of children at a school to serve on the governing body.

Parental responsibility – This means all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. More than one person may have parental responsibility for the same child at the same time, and a person does not cease to have such responsibility solely because some other person subsequently also acquires it. Both parents have parental responsibility if they were married to each other at the time of the child's birth, although they may have since separated or divorced. If the child's parents were not married at the time of the birth, the mother has parental responsibility for the child, and the father is able to acquire parental responsibility for the child if he: marries the mother of the child; enters into a parental responsibility agreement with the mother; registers the child's birth jointly with the mother (effective from 1 December 2003, but not retrospective); or applies to the court for a parental responsibility order. A residence order confers parental responsibility on the holder for the duration of the order. Parental responsibility passes to the adopter when an adoption order is made. Although a care order confers parental responsibility on an LA, the LA will not be treated as a parent for certain purposes under the Education Acts.

Parenting contract – A formal, voluntary, written agreement between a parent and either the LA or the governing body of a school. Parenting contracts require the party entering into the contract to fund any cost of the "supportive" element of the contract. In the context of a school, this will be the governing body (which has control of the school budget under the School Standards and Framework Act 1998). Parenting contracts can be used in cases of misbehaviour or irregular attendance at school or alternative provision.

Partnership governor – Where a school does not have a foundation or equivalent body, foundation governors are replaced by partnership governors who are appointed by the governing body after a nomination process.

Parent Council – A body of parents which represents parents and provides a forum for them to put forward their views to the head teacher and the governing body of their children's school.

Parenting orders – Schools or LAs can apply to the Magistrates Court for a civil parenting order against a parent where their child has seriously misbehaved or is excluded from school. Parenting orders are also available as an ancillary order following a successful prosecution by the LA for irregular attendance or breach of a school attendance order. The order places requirements on the parent to attend a parenting programme. The order will last up to 12 months and any breaches could lead to a fine of £1,000.

Parent Support Advisors – Parent support advisors (PSAs) and similar professionals work with families, in and around schools, to help overcome problems they face. PSA roles are defined by school leaders according to their needs and so vary significantly across the country. Some provide a service which focuses on improving parents' engagement in their child's learning and development, whereas others take a more targeted approach to support families facing more serious issues. Since April 2011 Government funding for PSAs has been provided within the overall schools budget. This is not ring-fenced as schools are best placed to know how to use their resources to support pupils who need the most help.

Penalty notice – Head teachers wishing to issue, or authorise their staff to issue, penalty notices must first gain the agreement of the governing body. The penalty is a fine and is an alternative to the parent being prosecuted in court. The school behaviour and attendance policies (where applicable) must be revised accordingly. Head teachers and deputy and assistant heads must comply with the local code of conduct issued by their LA when issuing penalty notices and provide to the LA a copy of any notice issued.

Peripatetic teacher – One who gives specialist instruction in a number of schools, for example, in music.

Persistent Absence – Persistent absentee pupils have recorded more than a threshold number of absence sessions for the period: around 15 per cent or more of the available sessions. This typically represents 46 sessions or more annually (HT1-5) or 38 sessions or more over the autumn and spring terms (combined).

Personal Education Plan (PEP) – A record of what needs to happen so that looked-after children can fulfil their potential, reflecting any existing educational plans. The PEP should reflect the importance of a personalised approach to learning which secures good basic skills, stretches aspirations and builds life chances.

Phonics – A method of teaching reading and spelling that trains pupils to associate sounds in the spoken language (phonemes) and their corresponding letters or letter combinations (graphemes).

Phonics screening check – A new statutory screening check for pupils at the end of Year 1, introduced from 2012, to assess their ability to decode and read words using phonics.

Privacy Notice – An oral or written statement that an organisation should make available to individuals whose personal information it plans to collect or have collected. The Data Protection Act 1998 obliges organisations to inform the individual who is responsible for the collection, the nature of the personal data being collected, why and how it is being collected, how it will or might be used and any further information necessary to enable the collection to be fair. A privacy Notice is an obvious way to satisfy these legal requirements.

Private Finance Initiative (PFI) – A procurement route established in 1995, and more widely adopted since 1997. PFI requires private sector consortia to raise private finance to fund the project, which must involve investment in assets, and the long-term delivery of services to the public sector.

Protection of Children Act List – A list previously maintained by the Department for Education of people barred from working with children across

the children's workforce. This has been superseded by the Safeguarding Vulnerable Groups Act 2006.

Published Admission Number (PAN) – The fixed number of children which a school must admit if sufficient applications are received, as published by the admission authority for the school. The PAN may be less than the indicated admission number, but the admission authority would need to publish a notice to enable parents to object to the Schools Adjudicator.

Pupil Premium – Targeted funding (in addition to the Dedicated Schools Grant) paid mainly to schools, specifically aimed at the most deprived pupils to enable them to receive the support they need to reach their potential and to help schools reduce educational inequalities. Premium funding is also provided in respect of children in care who have been continuously looked after for at least six months and children of parents serving in the armed forces. In 2011-12, funding for deprived pupils, distributed to pupils known to be eligible for free school meals, and looked after children was set at £488 per pupil. It was £200 for service children. In 2012-13, levels increased to £600 per deprived and looked after pupil. The level for service children increased to £250.

Pupil referral unit (PRU) – An establishment maintained by an LA which is specially organised to provide education for children who are excluded, sick or otherwise unable to attend mainstream school, and is not a community or special school.

Pupil reports – The Education (Pupil Information) (England) Regulations 2005 (as amended by the Education (Pupil Information) Regulations 2008) requires head teachers of maintained schools to provide an annual written report on pupils' educational achievements for every registered pupil at their school. The head teacher's report must take in a wide range of curricular information, together with a more general summary of progress. The regulations also require head teachers to provide to all school leavers who have ceased to be of compulsory school age and who are proposing to leave, or who have already left, school

Pupils on roll – Pupils registered at a school.

Q

Qualifications and Curriculum Authority (QCA) – Maintained and developed the national curriculum and associated assessments, tests and examinations. From 2009, the QCA became the **Qualifications and Curriculum Development Agency (QCDA)**. From October 2011, statutory assessment and testing are being delivered by the Standards and Testing Agency (STA), a new Executive Agency of the Department for Education. QCDA was abolished on 31 March 2012.

Qualifications and Curriculum Development Agency (QCDA) – See **Qualifications and Curriculum Authority**

Qualified Teacher Status (QTS) – The professional status required to teach in state-maintained schools in England and Wales. QTS is normally awarded after successful completion of an Initial Teacher Training course.

Quorum – The number of governors who must be present to validate the proceedings of a governors' meeting.

R

Reception classes – Defined by Section 142 of the School Standards and Framework Act 1988. An entry class to primary schools for children who have their fifth birthday during the school year and for children who are younger or older than five with whom it is appropriate to educate them.

Regulations – Subordinate legislation deriving its authority from an Act of Parliament, legally binding on governing bodies and others (see also Statutory Instrument, below).

Residence order – Section 8 of the Children Act 1989 defines a ‘residence order’ as an order setting out the arrangements to be made as to the person with whom a child is to live.

Resolution – A proposal made formally at a meeting that has been voted on and agreed.

S

SACRE – see Standing Advisory Council on Religious Education.

School company – A company set up by schools to provide goods and services for schools in the company and other schools.

School curriculum – All learning and other experiences that schools provide for pupils. For maintained schools this must include the national curriculum, religious education, collective worship, sex and relationship education and careers education.

Scheme for Financing Schools – A document which must be prepared and maintained by each LA under Section 48(1) SSFA, dealing with those matters connected with the financing of schools maintained by the LA which are set out in Schedule 5 to the School Finance (England) Regulations 2012. It sets out the financial relationship between the LA and its maintained schools.

Schools Budget – The total planned expenditure by the LA on its Individual Schools Budget, together with allowable central expenditure on provision including special educational needs and pupil referral units. The Schools Budget is funded mainly by the Dedicated Schools Grant, but LAs can add to this from their own resources.

Schools Financial Value Standard (SFVS) – The SFVS is a self-assessment form, to be completed annually, consisting of 23 questions that the governors need to formally discuss with their head teacher and senior staff. The SFVS replaces the Financial Management Standard in Schools (FMSiS). The SFVS assists schools in managing their finances and give assurance that they have secure financial management in place.

Schools Forum – A body which must be established by each LA under Section 47A(1) SSFA, which represents the governing bodies and head teachers of schools maintained by the LA, Academies, early years private providers and other interests. Its purpose is to advise the LA on and, in some cases decide matters relating to the schools budget and carry out certain functions. The Schools Forums (England) Regulations 2010 prescribe various matters relating to the establishment and functions of schools forums and require LAs to consult the Schools Forum on certain matters relating to the

schools budget. Note that schools members (i.e. representatives from schools and governing bodies) on the Schools Forum are elected by their peers.

School Improvement Partner (SIP) – In most cases, someone with current or recent headship experience, who acts as a conduit between central government, the LA and the school, helping to set targets and priorities and identify support needed. Under section 33 of the Education Act 2011, the duty placed upon LAs to appoint SIPs to schools has now been removed.

School Profile – The duty placed upon schools to publish a School Profile has been removed with effect from 1 February 2012 with the enactment of section 32 of the Education Act 2011.

School Teachers' Pay and Conditions Document – Contains the statutory requirements for teachers' pay and conditions within maintained schools in England and Wales.

School Teachers' Review Body (STRB) – An independent body appointed by the prime minister to examine and report on such matters relating to the statutory conditions of employment of school teachers in maintained schools, including teachers' pay.

Special Educational Needs Co-ordinator (SENCO) - Teacher designated as having responsibility for co-ordinating provision for pupils with SEN.

Senior Designated Person – A senior member of the school's management team who is designated to take lead responsibility for dealing with child protection issues, providing advice and support to staff and liaising with LA and other agencies involved in safeguarding children.

Significant improvement – A school requiring significant improvement is one that, although it does not require special measures, is performing significantly less well than it might be expected to perform. It receives a monitoring visit after six to eight months and a full re-inspection after a year. It is expected to have improved significantly by then but if it hasn't the school may be placed in special measures.

Sixth form requiring significant improvement – A school that requires significant improvement in relation to its sixth form is one that is failing to give its pupils over compulsory school age an acceptable standard of education or is performing significantly less well than it might be expected to perform. There is a monitoring visit after six to eight months and a full re-inspection after one year.

Special educational needs (SEN) – Learning difficulties for which a child needs special educational help.

Special Guardianship order – Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Special measures – A school that requires special measures is one that is failing to give its pupils an acceptable standard of education and whose leadership, management or governance does not demonstrate the capacity to secure the necessary improvement. Schools will receive termly monitoring visits commencing about five to six months after the date of inspection. If a school remains in special measures for two years a full inspection is conducted and the inspection report published.

Sponsor governor – A person appointed by the governing body who gives, or has given, substantial financial assistance (including assistance in kind) to the school.

Staff governors – The head teacher and/or people working at the school who are elected as a governor by people who are paid to work at the school.

Standards and Testing Agency (STA) – An Executive Agency of the Department for Education, responsible for statutory testing and assessment for pupils up to age 14, from October 2011.

Standing Advisory Council on Religious Education (SACRE) – A local body advising an LA on matters connected with religious education and collective worship in schools. Faith groups and teachers are represented.

Statement of special educational needs – A written statement of a child's special educational needs and all the extra help that he or she should receive. The arrangements are made by the LA.

Statutory Instrument (SI) – Subordinate legislation made under the authority of an Act of Parliament, usually authorised by the Secretary of State for Education, or one of his or her ministerial team, and which is normally laid before Parliament. It has the same force in law as an Act of Parliament.

Support staff – Members of school staff employed by the governors to provide services in a school other than teaching, such as classroom assistants, cleaners and school secretaries.

Sure Start Children's Centre – Located within local communities, Sure Start Children's Centres provide access to integrated services for young children (aged 0-5) and their families. Many children's centres are based on school sites and some may be run by the school governing body on behalf of the local authority.

Suspension – A process where a member of staff is told to stop working at the school temporarily, usually while a problem involving him or her is being investigated.

T

The **Teachers (Compensation for Redundancy and Premature Retirement) Regulations 1997** apply to teachers in LA-maintained schools with, or without, delegated budgets and to lecturers in the further education sector. They include provisions relating to the payment of mandatory and discretionary compensation for premature retirement and payments of compensation in respect of redundancy and the termination of employment.

The **Teachers' Pension Scheme** (England and Wales) is a statutory, contributory, defined benefit scheme. As the main occupational pension scheme for teachers and lecturers, it is the second largest public sector pension scheme in the country. Its operation is governed by the **Teachers' Pensions Regulations 2010** which apply to teachers in schools and other educational establishments in England and Wales maintained by local authorities, to teachers in many independent and voluntary-aided schools, and to teachers and lecturers in establishments of further and higher education. Membership is automatic for part-time and full-time teachers and lecturers, but they are able to opt out of the Scheme if they so wish. The Scheme is administered, on behalf of the Department for Education, by Teachers' Pensions (www.teacherspensions.co.uk).

Teaching Agency - A new executive agency of the Department for Education. The Agency is responsible for ensuring the supply of high quality teachers and their training, and for supporting the recruitment and development of early education and childcare workers and Education Psychologists. It also operates the arrangements for teacher regulation. The Agency began operating in April 2012 and took on key functions previously carried out by the Training and Development Agency for Schools (TDA), General Teaching Council for England (GTCE), Children's Workforce Development Council (CWDC) and the Qualifications and Curriculum Development Agency (QCDA).

Training and Development Agency for Schools (TDA) – The national agency that was responsible for the funding of teacher training in England and for improving the quality and efficiency of all routes into the teaching profession. It also played a role in the continuing professional development of serving teachers. The TDA was abolished on 31 March 2012 and its core functions moved into the Department for Education as part of a new executive agency, the Teaching Agency.

Trust School – A school supported by a charitable organisation (The Trust) which must be an incorporated organisation, either a charitable company or a body incorporated by Royal Charter.

Trustee – Usually a named individual (although can be a corporate body) responsible for the day-to-day management of the Trust, which is likely to include identifying and appointing governors for the school(s) that the Trust supports.

Trust members – Individuals or organisations who take decisions about the organisation of the Trust, including how trustees are elected or appointed. They also hold the trustees to account, for example at a general meeting.

U

Unauthorised absence – This occurs when the school has not given permission for the absence of a pupil. Where the reason for it cannot be established at registration, the absence shall be recorded as unauthorised. Any subsequent correction to the register recording absence as authorised shall be made in such a manner that the original entry and the correction are both clearly distinguishable.

V

Voluntary aided school – A school set up and owned by a voluntary body, usually a church body, largely financed by an LA. The governing body employs the staff and controls pupil admissions and religious education. The school's land and buildings (apart from playing fields, which are normally vested in the LA) will normally be owned by a charitable foundation.

Voluntary controlled school – A school set up by a voluntary body, often a church body (generally Church of England). These schools are totally funded by an LA, which employs the staff. Normally the school's land and buildings (apart from the playing fields, which are normally vested in the LA) will be owned by a charitable foundation.

W

Warning notice – A notice by which an LA may notify the governing body of any of its concerns relating to school performance, a breakdown in leadership and management, or pupil or staff safety. This is sometimes referred to as a "formal warning".