BRENTWOOD DIOCESAN EDUCATION SERVICE
"Supporting Catholic schools to provide excellent education where pupils flourish, and Christ is made known to all."

Key Abbreviations and Acronyms for Governors and Trustees

A
AAD Academies Accounts Direction
ACAS Advisory, Conciliation and Arbitration Service
AFH Academies Financial Handbook
AFI Area for Improvement
AfL Assessment for Learning
AGM Annual General Meeting
AHT Assistant Headteacher
AI Assigned Inspector
ALN Additional Learning Needs
AO Accounting Officer
AoA Articles of Association
AMP Asbestos Management Plan
AMP Asset Management Plan
APP Assessing Pupils' Progress
APS Average Point Score
AQA Assessment and Qualifications Alliance
ARE Age Related Expected
ASB Aggregated Schools Budget
ASCL Association of School and College Lecturers
ASP Analyse School Performance
ASS Average Scaled Score
AST Advanced Skills Teacher
ATCRE Association of Teachers of Catholic Religious Education
ATH Academy Trust Handbook
AWPU Age Weighted Pupil Unit

B
BAME Black, Asian and Minority Ethnic
BDES Brentwood Diocesan Education Service
BSA Basic Skills Agency
BSF Building Schools for the Future

C
CAF Common Assessment Form
CAF Common Application Form
CAGs Centre-Assessed Grades
CAMHS Child and Adolescent Mental Health Services
CAO Chief Accounting Officer
CAT Cognitive Ability Test
CBCEW Catholic Bishops' Conference of England and Wales
CCC Catechism of the Catholic Church
CCE Child Criminal Exploitation

CCRS Catholic Certificate in Religious Studies
CEO Chief Executive Officer (MATs)
CES Catholic Education Service
CiC Children in Care
CIF Condition Improvement Fund (academies)
CIL Community Infrastructure Levy (contributions developers have to make to Local Authorities when building houses)
CIN Children in Need
CFO Chief Financial Officer
CLA Children Looked After
CLMD Catholic Life and Mission Directory
CMAT Catholic Multi Academy Trust
CME Children Missing Education
CoG Chair of Governors
CP Child Protection
CPD Continuing Professional Development
CRE Core Religious Education
CREDO Catholic Religious Education Development Opportunities (project)
CSE Child Sexual Exploitation
CSED Catholic Self-Evaluation Document (September 2022)
CSEL Catholic Schools Executive Leader
CSI Catholic Schools Inspection Framework (September 2022)
CSS Children's Support Service (previously PRUs)
CST Catholic Social Teaching

D
DA Domestic Abuse
DBE Diocesan Board of Education
DBS Disclosure & Barring Service
DCPO Designated Child Protection Officer
DDA Disability Discrimination Act
DFC Devolved Formula Capital
DfE Department for Education
DHT Deputy Headteacher
DME Dual or Multiple Exceptionality (special needs)
DSG Dedicated Schools Grant
DSL Designated Safeguarding Lead
DV Domestic Violence
D&T Design and Technology

E
EAL English as an additional language
EBacc English Baccalaureate
EBD Emotional & Behavioural Difficulties
ECF Early Careers Framework
ECT Early Careers Teacher (previously NQT)
Edtech Education Technology
EEDI Equality, Equity, Diversity and Inclusion
EEF Education Endowment Foundation
EHCP Education Health and Care plan
EHRC Equality and Human Rights Commission
EMA Ethnic Minority Achievement
EP Educational Psychologist

ERG External Review of Governance
ESFA Education and Skills Funding Agency
ESG Education Services Grant
EWO Education Welfare Officer
EYFS Early Years Foundation Stage
EYFSP Early Years Foundation Stage Profile

F
FAP Fair Access Protocol
FE Further Education
FFT Fischer Family Trust
FGB Full Governing Body
FGM Female Genital Mutilation
FOI Freedom of Information
FOIA Freedom of Information Act 2000
FRA Fire Risk Assessment
FSM Free School Meals
FSP Foundation Stage Profile
FTE Full Time Equivalent

G
GAG General Annual Grant
G&T Gifted and Talented
GCSE General Certificate of Secondary Education
GDPR General Data Protection Regulation
GEMS Good Estate Management in Schools (DfE)
GIAS Get Information about Schools
Gift-ED (library of online Diocesan courses for governors and school leaders)
GLD Good Level of Development
GSB General Schools Budget

H
HBA 'Honour Based' Abuse
HI Hearing Impairment
HiMP Health Improvement Plan
HLP High Learning Potential
HLTA Higher Level Teaching Assistant
HMI His Majesty's Inspector of Schools
HMLR Her Majesty's Land Registry
HoD Head of Department
HoS Head of School
HR Human Resources
HSE Health and Safety Executive
HSWA Health and Safety at Work Act 1974
HT Headteacher
HTPM Headteacher Performance Management

I
IB Improvement Board
IB International Baccalaureate
ICT Information & Communication Technologies
IDSR Inspection Data Summary Report
IEB Interim Executive Board

IEP Individual Education Plan (SEN pupils)
iGCSE International General Certificate of Secondary Education
INSET In Service Educational Training
IoG Instrument of Government
ISA Independent Safeguarding Authority
ISA Independent Schools Association
ISR Individual School Range
ITT Initial Teacher Training

J
JAR Joint Area Review

K
KCSIE Keeping Children Safe in Education
KPI Key Performance Indicator
KS1 Key Stage 1. 5-7 years
KS2 Key Stage 2. 8-11 years
KS3 Key Stage 3. 12-14 years
KS4 Key Stage 4. 15-16 years
KS5 Key Stage 5. 17-18 years

L
LA Local Authority
LAC Looked After Children
LADO Local Authority Designated Officer (child protection)
LCSF Low Carbon Skills Funding
LCVAP Locally Controlled Voluntary Aided Programme – discontinued capital funding programme, now replaced by VASCA
LD Learning Disabilities
LGC Local Governing Committee
LGPS Local Government Pension Scheme
LI Lead Inspector
LLDD Learner with Learning Difficulties or Disabilities
LLE Local Leader of Education
LSP Local Safeguarding Partnership
LSA Learning Support Assistant

M
MARF Multi Agency Referral Form
MASH Multi Agency Safeguarding Hub
MAT Multi Academy Trust
MATSCA MAT School Condition Allocation
MDA Mid-Day Assistant
MDS Mid-Day Supervisor
MDIF MAT Development and Improvement Fund
M&E Mechanical & Electrical
MEA Minority Ethnic Achievement
MES Minimum Expected Standards
MFL Modern Foreign Languages
MLD Moderate Learning Difficulties
MOU Memorandum of Understanding
MPR Main Pay Range
MSI Multi-Sensory Impairment

MTC Multiplication Tables Check

N
NACE National Association for Able Children
NAGC National Association for Gifted Children
NAHT National Association of Head Teachers
NASUWT National Association of Schoolmasters/Union of Women Teachers
NBRIA National Board of Religious Inspectors and Advisers
NC National Curriculum
NCT Non-Contact Time
NCTL National College for Teaching & Leadership
NEET Not in Education, Employment or Training
NEU National Education Union
NFD No Formal Designation (Ofsted Inspections)
NGA National Governance Association
NLE National Leader of Education
NLG National Leader of Governance
NOR Number on Roll
NPQH National Professional Qualification for Headship
NPQLB&C Leading Behaviour and Culture
NPQLL Leading Literacy
NPQLT Leading Teaching
NPQLTD Leading Teacher Development
NPQSL National Professional Qualification for Senior Leaders
NQT Newly Qualified Teacher (Now ECT)
NSC National Schools Commissioner
NtG Narrowing the Gap
NUT National Union of Teachers
NVQ National Vocational Qualifications

O
OCR Oxford, Cambridge and RSA Examinations
Ofsted Office of Standards in Education
Ofqual Office of Qualifications & Examinations Regulation
OT Occupational Therapy

P
PAN Published Admissions Number
PCT Primary Care Team
PD Physical Disability
PDD Professional Development Day
PEP Personal Education Plan
PI Performance Indicator
PIB Pre Inspection Briefing
PLA Primary Link Adviser (Diocesan)
PLASC Pupil Level Annual Schools' Census
PLD Prayer and Liturgy Directory
PLP Pupil Learning Plan
PMLD Profound and Multiple Learning Difficulties
PMs Progress Measures
PMR Performance Management Review
PP Parish Priest
PPA Planning, Preparation and Assessment

PPG Pupil Premium Grant
PPM Planned Preventative Maintenance
PPR Pupil Progress Reviews
PRP Performance Related Pay
PRU Pupil Referral Unit
PSDS – Public Sector Decarbonisation Scheme
PSHE Personal Social Health and Economic education
PT Part Time
PTA Parent Teacher Association
PTR Pupil Teacher Ratio
PVE Preventing Violent Extremism

Q
QA Quality Assurance
QTS Qualified Teacher Status

R
RA Reading Age
RAD Raising Attainment for Disadvantaged Pupils
R&D Refurbishment and Demolition (An intrusive asbestos survey that MUST be used in localised areas before any building material such as a wall is disturbed by construction or demolition work)
RAAC Reinforced Autoclaved Aerated Concrete (used in the form of planks in some schools and now becoming dangerous, especially in roofs, as material deteriorates)
RAP Raising Attainment Plan
RBA Reception Baseline Assessment
RECD Religious Education Curriculum Directory (2012 version in place until 2025)
RED Religious Education Directory
REN Renaissance Reading Programme
RHE Relationship and Health Education (Primary)
RoA Record of Achievement
RPA Raising the Participation Age
RPA Risk Protection Arrangement
RSC Regional Schools Commissioner
RSE Relationships and Sex Education
RSHE- Relationships, Sex and Health Education

S
S106 Funding Contributions developers have to make to Local Authorities when building houses.
S48 Inspection of the Religious Life and RE Provision in Catholic Schools
SALIX Salix Finance is a company that provides interest-free Government funding to the public sector to improve energy efficiency
SaLT Speech and Language Therapist
SAT Single Academy Trust
SATs Standard Assessment Tests
SEL Senior Executive Leader
SBM School Business Manager
SBP School Business Professional
SCA School Condition Allocations (given to eligible bodies responsible for maintaining school buildings)
SCC Schools Causing Concern
SCITT School - Centred Initial Teacher Training

SCR Single Central Record
SDP School Development Plan
SEAL Social & Emotional Aspects of Learning
SEMH Social, Emotional and Mental Health Needs
SEN Special Educational Needs
SENCO Special Educational Needs Coordinator
SEND Special Educational Needs and Disabilities
SEP Single Education Plan
SFVS Schools Financial Value Standard
SIB Strategic Intervention Board
SIC Statement of Internal Control
SIMS School Information & Management System
SIP School Improvement Plan
SLA Service Level Agreement
SLCN Speech, Language and Communication Needs
SLD Severe Learning Difficulties
SLE Specialist Leader in Education
SLT Senior Leadership Team
SoD Scheme of Delegation (Multi Academy Trust)
SOFA Statement of Financial Activities
SORP Statement of Recommended Practice
SoW Scheme of Work
SoWA Source of Wisdom and Authority
SpLD Specific Learning Difficulties
SMSC Spiritual, Moral, Social and Cultural (development)
SRP School Rebuilding Programme
SS Scaled Scores
SSE School Self Evaluation
STA Standards and Testing Agency
STEM Science, Technology, Engineering and Mathematics
STPCD School Teachers' Pay and Conditions Document
STRB School Teachers' Review Body

T
TA Teaching Assistant
TAC Team around the Child (in the context of meetings for child
protection/vulnerable pupils etc)
TAF Team around the Family
TLG Training Link Governor
TLR Teaching and Learning (responsibility point)
TOCAs Transfer of Control Agreements (premises)
TRA Teaching Regulation Agency
TSA Teaching School Alliance
TSH Teaching School Hubs
TPS Teachers' Pension Scheme
TUPE Transfer of Undertakings (Protection of Employment) Regulations

U
UIFSM Universal Infant Free School Meals
UP Upper Pay Scale
UPN Unique Pupil Number
URN Unique Reference Number

V

VA Value Added

VA Voluntary Aided

VASCA Voluntary Aided School Condition Allocation (capital funding programme for Voluntary Aided schools)

VC Vice Chair

VfM Value for Money

VI Vision Impairment

VLE Virtual Learning Environment

VRQ Verbal Reasoning Quotient

VSH Virtual School Head

Debbi Botham Diocesan Governance Development Officer
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