



Acronyms

Last Updated 10 November 2021



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| ADD | Attention Deficit Disorder | SEN | Special Educational Needs |
| ADHD | Attention Deficit and Hyperactivity Disorder | SEN | Special Educational Needs |
| AfL | Assessment for Learning | T02 | Assessment |
| AGOG | Advisory Group on Governance | L02 | Governance |
| AHT | Assistant Head Teacher | L01 | Leadership |
| AP | Alternative Provision (eg a PRU) | P02 | Behaviour Management |
| APP | Assessing Pupil Progress | T02 | Assessment |
| APS | Average points score | T02 | Assessment |
| AR | Annual review (SEN EHCP) | SEN | Special Educational Needs |
| ASIP | Additional Support & Intervention Plan | L01 | Leadership |
| AST | Advanced Skills Teacher | T01 | Teaching |
| AWPU | Age Weighted Pupil Unit | L03 | Finance |
| BESD | Behavioural Emotional & Social Difficulties | P02 | Behaviour Management |
| BPPE | Basic Per Pupil Entitlement | L03 | Finance |
| C2G | Clerk to Governors | L02 | Governance |
| CAF | Common Assessment Framework | T02 | Assessment |
| CDT | Craft, Design and Technology | DT | Design & Technology |
| CFC | Cared for Children | P01 | Safeguarding |
| CFF | Common Funding Formula | L03 | Finance |
| CFR | Consistent Financial Reporting | L03 | Finance |
| CIRT | Critical Incident Response Team | L06 | Health and Safety |
| CP | Child Protection | P01 | Safeguarding |
| CPD | Continuing Professional Development | L04 | Personnel |
| CPR | Child Protection Register | P01 | Safeguarding |
| CRB | Criminal Records Bureau | P01 | Safeguarding |
| CYPP | Children and Young Peoples Plan | L01 | Leadership |
| DBS | Disclosure and Barring Service | L04 | Personnel |
| DCSF | Department of Children, Schools and Families | L01 | Leadership |
| DfE | Department for Education | L01 | Leadership |
| DfES | Department for Education and Skills | L01 | Leadership |
| DFC | Devolved Formula Capital | L03 | Finance |
| DHT | Deputy Headteacher | L01 | Leadership |
| DMS | Designated Member of Staff | P01 | Safeguarding |
| DPA | Data Protection Act | L07 | Administration |
| DT | Design and Technology | DT | Design & Technology |
| E2L | English as a Second Language | EAL | English as an Additional Language |
| EAL | English as an additional language | EAL | English as an Additional Language |
| EBacc | English Baccalaureate | T02 | Assessment |
| EBD | Emotional and Behavioural Difficulties | P02 | Behaviour Management |
| ECAR | Every Child A Reader | E | English |
| ECAT | Every Child A Talker | E | English |
| ECAW | Every Child a Writer | E | English |
| ECM | Every Child Matters | P01 | Safeguarding |
| EHCP | Education, Health and Care Plans | SEN | Special Educational Needs |
| EHE | Elective home educated | T01 | Teaching |
| EHT | Executive Headteacher | L01 | Leadership |
| EFA | Education Funding Agency | L03 | Finance |
| EMA | Education Maintenance Allowance | L03 | Finance |
| EOTAS | Education Other Than At School | T01 | Teaching |
| EWO | Education Welfare Officer | P05 | Attendance and Punctuality |

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| EY | Early Years | T03 | Curriculum |
| EYFS | Early Years Foundation Stage | T03 | Curriculum |
| FE | Further Education | T03 | Curriculum |
| FFT | Fischer Family Trust | T02 | Assessment |
| FGB | Full governing body | L02 | Governance |
| FOI | Freedom of Information | L07 | Administration |
| FMSiS | Financial Management Standard in Schools | L03 | Finance |
| FS | Foundation Stage | T03 | Curriculum |
| FSM | Free School Meals | T04 | Disadvantaged |
| FT | Full-time | L04 | Personnel |
| FTE | Fixed Term Exclusion | P02 | Behaviour Management |
| FTE | Full-time Equivalent | L04 | Personnel |
| G&T | Gifted and Talented | T05 | Achievement |
| GAG | General Annual Grant – Main funding per pupil | L03 | Finance |
| GB | Governing Body (or Board) | L02 | Governance |
| GCSE | General Certificate of Secondary Education | T02 | Assessment |
| GTC | General Teaching Council | L01 | Leadership |
| GTP | Graduate Teacher Programme | L04 | Personnel |
| H & S | Health and Safety | L06 | Health and Safety |
| HE | Higher Education | T03 | Curriculum |
| HLTA | Higher Level Teaching Assistant | T01 | Teaching |
| HMCi | Her Majesty's Chief Inspector | L01 | Leadership |
| HMI | Her Majesty's Inspectorate | L01 | Leadership |
| HMSO | Her Majesty's Stationery Office | L07 | Administration |
| HoD | Head of Department | L01 | Leadership |
| HoS | Head of School | L01 | Leadership |
| HoY | Head of Year | L01 | Leadership |
| HR | Human Resources | L04 | Personnel |
| HSE | Health, Safety and Executive | L06 | Health and Safety |
| HT | Headteacher | L01 | Leadership |
| IAP | Individual Action Plan | SEN | Special Educational Needs |
| IBP | Individual Behaviour Plan | P02 | Behaviour Management |
| ICT | Information and Communication Technology | ICT | ICT |
| IEP | Individual Education Plan | SEN | Special Educational Needs |
| liP | Investors in People | L04 | Personnel |
| INSET | In-Service Education and Training | L04 | Personnel |
| IQ | Intelligence Quotient | T02 | Assessment |
| ISA | Independent Safeguarding Authority | P01 | Safeguarding |
| ISR | Individual School Range (of salaries) | L04 | Personnel |
| IT | Information Technology | ICT | ICT |
| ITT | Initial Teacher Training | T01 | Teaching |
| LA | Local Authority | L01 | Leadership |
| LAC | Looked after Children | T04 | Disadvantaged |
| LACSEG | Local Authority Special Equivalent Grant | L03 | Finance |
| LGB | Local Governing Body | L02 | Governance |
| LADO | Local authority designated officer | P01 | Safeguarding |
| LEA | Local Education Authority | L01 | Leadership |
| LMS | Local Management of Schools | L03 | Finance |
| LSA | Learning Support Assistant | SEN | Special Educational Needs |
| LSCB | Local Safeguarding Children's Board | P01 | Safeguarding |
| MAT | Multi- Academy Trust | L01 | Leadership |
| MFA | Master Funding Agreement | L03 | Finance |
| MFL | Modern Foreign Language | MFL | Modern Foreign Languages |
| MIFP | Manual of Internal Financial Procedures | L03 | Finance |

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| NC | National Curriculum | T03 | Curriculum |
| NCTL | National College for Teaching & Leadership | L04 | Personnel |
| NEET | Not in Education, Employment or Training | T04 | Disadvantaged |
| NGA | National Governors Association | L02 | Governance |
| NGC | National Governors Council | L02 | Governance |
| NGfL | National Grid for Learning | L08 | IT Infrastructure |
| NOR | Number (of pupils) on Roll | L07 | Administration |
| NPQH | National Professional Qualifications for Headshi | L01 | Leadership |
| NQT | Newly Qualified Teacher | T01 | Teaching |
| NUT | National Union of Teachers | L01 | Leadership |
| NVQ | National Vocational Qualifications | T02 | Assessment |
| OFSTED | Office for Standards in Education | L01 | Leadership |
| PAN | Published Admission Number | L07 | Administration |
| PE | Physical Education | PE | Physical Education |
| PLASC | Pupil Level Annual School Census | L07 | Administration |
| PICSI | Pre-Inspection Context and School Indicators | L01 | Leadership |
| PM | Performance Management | L04 | Personnel |
| POAP | Post Ofsted Action Plan | L01 | Leadership |
| PP | Pupil premium | T04 | Disadvantaged |
| PPA | Planning, Preparation and Assessment | T01 | Teaching |
| PRP | Performance Related Pay | L04 | Personnel |
| PSCHE | Personal, Social, Citizenship & Health Educatio | PSHE | PSHE |
| PSE | Personal and Social Education | PSHE | PSHE |
| PSHE | Personal Social Health Education | PSHE | PSHE |
| PT | Part-time | L04 | Personnel |
| PTA | Parent Teacher Association | L01 | Leadership |
| PTR | Pupil/Teacher Ratio | T01 | Teaching |
| QCA | Qualification and Curriculum Authority | T02 | Assessment |
| QTS | Qualified Teacher Status | T01 | Teaching |
| R&R | Recruitment and retention | L04 | Personnel |
| RAISEonl | Reporting and Analysis for Improvement throug | T05 | Achievement |
| RC | Roman Catholic | P06 | SMSC |
| RE | Religious Education | RE | Religious Education |
| ROV | Record of Visit | L01 | Leadership |
| RSE | Relationship and Sex Education | PSHE | PSHE |
| SA | School Action | SEN | Special Educational Needs |
| SA+ | School Action Plus | SEN | Special Educational Needs |
| SACRE | Standing Advisory Council on Religious Educati | RE | Religious Education |
| SBM | School business manager | L03 | Finance |
| SBSA | Schools' Business Support Agreement | L03 | Finance |
| SDP | School Development Plan | L01 | Leadership |
| SEAL | Social and Emotional Aspects of Learning | P06 | SMSC |
| SEF | Self Evaluation Form | L01 | Leadership |
| SEN | Special Educational Needs | SEN | Special Educational Needs |
| SENCO | Special Educational Needs Coordinator | SEN | Special Educational Needs |
| SEND | Special Educational Needs & Disability | SEN | Special Educational Needs |
| SENSS | SEN specialist services | SEN | Special Educational Needs |
| SFA | Supplementary Funding Agreement | L03 | Finance |
| SFVS | Schools Financial Value Standard | L03 | Finance |
| SIC | Statement of Internal Control | L03 | Finance |
| SIP | School Improvement Partner | L01 | Leadership |
| SIP | School Improvement Plan | L01 | Leadership |
| SLA | Service Level Agreement | L03 | Finance |
| SLT | Senior Leadership Team | L01 | Leadership |

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|-------|---|-----|-----------------------------|
| SMT | Senior Management Team | L01 | Leadership |
| SMSC | Spiritual moral social and cultural | P06 | SMSC |
| SOD | Scheme of Delegation | L03 | Finance |
| SPAG | Spelling, Punctuation and Grammar | E | English |
| SpLD | Specific Learning Difficulties | SEN | Special Educational Needs |
| SS | Social Services | P01 | Safeguarding |
| SSDP | Strategic School Development Plan | L01 | Leadership |
| STEM | Science, Technology, Engineering and Mathem | SCI | Science |
| STPCD | School Teachers' Pay and Conditions Docume | L04 | Personnel |
| TA | Teaching Assistant | SEN | Special Educational Needs |
| TDA | Training and Development Agency | L04 | Personnel |
| TEFL | Teaching English as a Foreign Language | E | English |
| TES | Times Educational Supplement | L01 | Leadership |
| TUPE | Transfer of Undertaking Protection of Employm | L04 | Personnel |
| UPN | Unique Pupil Number | L07 | Administration |
| UT | Umbrella Trust | L01 | Leadership |
| VAK | Visual Auditory and Kinaesthetic | T01 | Teaching |
| VA | Voluntary Aided | L01 | Leadership |
| VC | Voluntary Controlled | L01 | Leadership |
| VI | Visually Impaired | SEN | Special Educational Needs |
| VLE | Virtual Learning Environment | L08 | IT Infrastructure |
| YOT | Youth Offending Team | P02 | Behaviour Management |
| ZPD | Zone of Proximal Development (Vygotsky) | T01 | Teaching |
| CLA | Children Looked After | P01 | Safeguarding |
| LAC | Looked after children | T04 | Disadvantaged |
| SS | Standardised Score | T02 | Assessment |
| ScS | Scaled Score | T02 | Assessment |
| PRU | Pupil Referral Unit | P02 | Behaviour Management |
| GDS | Greater Depth | T05 | Achievement |
| ARE | Age related expectations | T02 | Assessment |
| GPS | Grammar, Punctuation and Spelling | E | English |
| EXS | Expected Standard | T02 | Assessment |
| SIA | School Improvement Advisor | L01 | Leadership |
| WSCC | West Sussex County Council | L01 | Leadership |
| NEU | National Education Union | L01 | Leadership |
| LBAT | Learning behaviour advisory team | P02 | Behaviour Management |
| CAMHS | Child and adolescent mental health service | P04 | Child Health and Well Being |
| MASH | Multi Agency Safeguarding Hub | P01 | Safeguarding |
| IFD | Intergrated Front Door | P01 | Safeguarding |
| ROA | Record of Achievement | T05 | Achievement |
| KS1 | Key Stage 1 age 5-7 | T03 | Curriculum |
| EYFS | Early Years and Foundation Stage age 3-5,Y1- | T03 | Curriculum |
| REC | Reception age 4-5 | T03 | Curriculum |
| KS2 | Key Stage 2 age 7-11, Y3-6 | T03 | Curriculum |
| KS3 | Key Stage 3 age11-14, Y7-9 | T03 | Curriculum |
| KS4 | Key Stage 4 age 14-16, Y10-11 | T03 | Curriculum |
| Y1 | Year 1 age 5-6 Primary Infant Age | T03 | Curriculum |
| Y2 | Year 2 age 6-7 Primary Infant Age | T03 | Curriculum |
| Y3 | Year 3 age 7-8 Primary Junior Age | T03 | Curriculum |
| Y4 | Year 4 age 8-9 Primary Junior Age | T03 | Curriculum |
| Y5 | Year 5 age 9-10 Primary Junior Age | T03 | Curriculum |
| Y6 | Year 6 age 10-11 Primary Junior Age | T03 | Curriculum |
| Y7 | Year 7 age 11-12 Secondary Age | T03 | Curriculum |
| Y8 | Year 8 age 12-13 Secondary Age | T03 | Curriculum |

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| Y9 | Year 9 age 13-14 Secondary Age | T03 | Curriculum |
| Y10 | Year 10 age 14-15 Secondary Age | T03 | Curriculum |
| Y11 | Year 11 age 15-16 Secondary Age | T03 | Curriculum |
| Y12 | Year 12 age 16-17 Further Education | T03 | Curriculum |
| Y13 | Year 13 age 17-18 Further Education | T03 | Curriculum |
| PEI | Pupil Entitlement and Investigation Team | P05 | Attendance and Punctuality |
| EEF | Education Endowment Foundation | L01 | Leadership |
| SCITT | School centred initial teacher training | T01 | Teaching |
| PGCE | Post Graduate Certificate of Education | T01 | Teaching |
| SCR | Single Central Record | P01 | Safeguarding |
| DOB | Date of Birth | L07 | Administration |
| TOB | Term of Birth | L07 | Administration |
| RTW | Right to Work (in UK) | L04 | Personnel |
| OTT | Overseas Trained Teachers | T01 | Teaching |
| LM | Learning Mentor | T04 | Disadvantaged |
| NC | National College | L04 | Personnel |
| CBL | Children's barred list | L04 | Personnel |
| EP | Education Psychologist | SEN | Special Educational Needs |
| FGB | Full Governing Body | L02 | Governance |
| FGB | Full Governing Body | L02 | Governance |
| STA | Standards and Testing Authority | T02 | Assessment |