



## **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  
AWG Academies Working Group  
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 (Sept '22)  
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  
DSoD Diocesan Scheme of Delegation  
DV Domestic Violence  
D&T Design and Technology

## **E**

EAL English as an additional language  
EBacc English Baccalaureate  
EBD Emotional & Behavioural Difficulties  
ECAAF Electronic Common Assessment Framework  
ECF Early Careers Framework  
ECT Early Careers Teacher (previously NQT)  
EET 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  
EIF Education Inspection Framework  
ELSA Emotional Literacy Support Assistant  
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  
EYPP Early Years Pupil Premium

## **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)  
GEP Governor Exclusion Panel  
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 His 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

## HUM Headteacher Update Meeting (during a CSI inspection)

### I

IB Improvement Board  
IB International Baccalaureate  
ICFP Integrated Curriculum and Financial Planning tool  
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  
IRP Independent Review Panel (Exclusions)  
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  
NBGN National Black Governors Network  
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  
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  
PCP Pastoral Care Programme  
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  
UPS 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

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