

## Annex 3 - Glossary

### A

**Act** - an Act creates a new law or changes an existing law. An Act is a Bill that has been approved by a legislature and given Royal Assent by the Monarch. Both Senedd Cymru and the UK Parliament can make Acts that apply in Wales.

**Additional Learning Needs (ALN)** – a learner has ALN if they have a learning difficulty or disability (whether this arises from a medical condition or otherwise) which calls for additional learning provision. A learner has a learning difficulty or disability if they have a significantly greater difficulty in learning than the majority of others of the same age, or have a disability which prevents or hinders them from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream maintained schools.

**Additional Learning Provision (ALP)** - means educational or training provision that is additional to, or different from, that made generally for others of the same age in mainstream maintained schools in Wales.

**Admission authority** – LAs are admission authorities with responsibility for admissions to community and voluntary controlled schools, unless the function is delegated to the governing body. The governing body of a foundation or voluntary aided school is the admission authority for the school.

**Admission forum** – all LA areas are required to have an admission forum. Admission fora are groups of local admission stakeholders which scrutinise admission arrangements and discuss their effectiveness.

**Admission Number (AN)** - the fixed number of children (which may not normally be less than the number calculated on the basis of the capacity of the school) which a school must admit if sufficient applications are received, as published in the annual prospectus. The admission number is an indicator of the school's physical capacity to accommodate pupils.

**Advisory, Conciliation and Arbitration Service (ACAS)** – national organisation devoted to preventing and resolving employment disputes.

**Age-weighted pupil unit (AWPU)** – an amount per pupil a school receives under the delegated budget.

**Agreed syllabus** - a syllabus of religious education that is not specific to one religion adopted by a LA for teaching in community and controlled schools. The course is developed by the SAC (see below).

**ALNCo** – An Additional Learning Needs Co-ordinator (ALNCo) is a person responsible for co-ordinating additional learning provision for pupils with

additional learning needs. This is a statutory role and replaces the previous non-statutory role of Special Educational Needs Co-ordinator (SENCo).

**Annual report** – the report each governing body is required to produce and publish annually on its work.

**Appraisal** - the process of assessing how well a member of staff is carrying out their job.

**Areas of Learning (AoL)** - statutory education programmes that make up the Foundation Phase curriculum.

**Area of Learning and Experience (AoLE)** – a description of how the Curriculum for Wales is broken down.

**Assessment** - the arrangements by which teachers monitor learners' progress.

**Association of Directors of Education in Wales (ADEW)** – the professional group of local authority officers accountable for statutory education functions in each of the LAs in Wales.

**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.

**Attendance targets** – overall targets for reducing absence set by governing 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.

**Baseline assessment** - statutory assessment carried out within the first six weeks of a child entering the Reception year (or Year 1 if the child doesn't enter the Reception year).

## C

**Capital expenditure** - spending on building projects and large items of equipment.

**Casting vote** - an additional vote to be used by the person chairing a meeting of a governing body or committee where an equal number of votes is cast for and against a motion.

**Catchment area** - a defined geographical area from which a school takes its pupils.

**Catholic Education Society (CES)** – the body which supports and promotes Catholic Education in England and Wales.

**Chief Education Officer (CEO)** – the chief officer within a LA with responsibility for education.

**Children's Commissioner for Wales** - an independent post established to be the champion of children's rights in Wales.

**Circular** - policy statement issued by the Welsh Government or the Department for Education, which does not have the status of law, but which gives guidance on interpretation and implementation of the law.

**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.

**Code or a Code of Practice** - document that provides guidance on duties, policies and procedures. The Welsh Government is sometimes required by an Act to issue a Code to support its implementation. A governing body may be required by law to give consideration to what a Code says when it is taking decisions.

**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.

**Collective worship** – a daily act of worship for all pupils in the school which is broadly Christian.

**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 school that is wholly owned and maintained by the LA and where the LA holds the contracts of employment for staff.

**Community special school** – A school that is wholly owned and maintained by the LA providing for pupils with special educational needs (SEN) and where the LA holds the contracts of employment for staff.

**Continual Professional Development (CPD)** – a process relevant to all staff, involving increasing staff skills, knowledge and understanding.

**Contingency fund** - money set aside for unexpected costs.

**Core curriculum** - English, Welsh, Mathematics and a Science, those subjects which must be studied by all pupils.

**Current expenditure** - spending on the day-to-day running of schools, including staff costs, heating and lighting, consumables etc; sometimes also called recurrent expenditure.

**Curricular record** – a formal record of a pupil’s academic achievements, other skills and abilities and progress in the school.

**Curriculum for Wales** - the Curriculum for Wales guidance sets out:

- the proposed curriculum requirements set out in legislation for all learners aged 3 to 16, to ensure all schools cover the same core learning and to secure a consistency of approach for learners across Wales
- guidelines for schools in developing their curricula
- expectations around assessment arrangements to support learner progression.

Curriculum for Wales Framework – including the Curriculum for Wales guidance, the framework is determined nationally and includes both the curriculum requirements, which will be set out in legislation, and a range of supporting guidance.

**Curriculum statement** – a statement of the principles underpinning the curriculum and the schools commitment to developing all aspects of pupil’s lives.

## D

**Data Protection Act 1998 (DPA)** - an Act making provision for the regulation of the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information.

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

**Education and Public Services Group** – the Welsh Government Department responsible for education provision in Wales.

**Department for Education (DfE)** - central government department with responsibility for children and education in England only.

**Diocese** - the area over which a bishop has jurisdiction.

**Disapplication** - 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.

**Dual use** - the use of any part of school premises by community groups and others, whether during or outside of school hours.

## E

**Early Years and Development Childcare Partnership (EYDCP)** – the body that each LA is required to establish to oversee the provision of early years provision.

**Economic and Social Research Council (ESRC)** – UK agency for research funding and training in economic and social sciences.

**Education for Sustainable Development and Global Citizenship (ESDCG)** - a study of the crucial issues facing the planet and how individuals play a part in helping shape the future.

**Education Welfare Officer (EWO)** - an officer employed by a LA who works with schools, children, parents, etc., to promote regular school attendance, deal with absenteeism and help children and young people at risk of exclusion.

**English as an Additional Language (EAL)** – where English is not the first language.

**Education Workforce Council (EWC)** – the independent regulator for the education workforce in Wales, covering teachers and learning support staff in school and further education settings, qualified youth/youth support workers and work-based learning practitioners..

**EOTAS** – Education Otherwise than at School. Education provision established to provide suitable and appropriate education to children of compulsory school age who, because of illness, exclusion or otherwise, are unable to attend a maintained (i.e. mainstream or special) school. This may include home tuition provided by the LA, work placements, vocational training or further education courses. It does not include elective home education.

**Estyn** - the office of Her Majesty's Inspectorate for Education and Training in Wales. An independent inspection service, led by Her Majesty's Chief Inspector of Education and Training in Wales.

**Equality and Human Rights Commission (EHRC)** – the Commission which works to support equality and human rights for all.

**Exclusion** - banning a pupil from school by the head teacher, either for a fixed period of time or permanently, on disciplinary grounds.

**Ex-officio governor** – a governor 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.

## F

**FaCE** – Family and Community Engagement, where schools reach out and actively engage the community in the life of the school and the school in the life of the community.

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

**Form of entry** - number of classes that a school admits each year, normally understood to be a group of 30 pupils.

**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 (or, if a school has neither religious character nor a trust deed, is appointed as a foundation governor).

**Foundation Phase Outcomes** - sets out the expected standards of children's performance aged three to seven years.

**Foundation Phase** – the learning framework for children three to seven years old in Wales.

**Foundation Phase Profile** - An assessment tool that aligns assessment on entry through to the end of the Foundation Phase.

**Foundation school** – A type of state school introduced by the [School Standards and Framework Act 1998](#).

**Foundation special school** – as above but it differs from a foundation school, in that it caters for children with special educational needs (SEN).

**Free School Meals (FSM)** – meals provided for pupils whose families receive, or who receive themselves, certain support payments.

**Freedom of Information Act 2000 (FoI)** – legislation defining what information public sector organisations are obliged to provide on request.

**Full Time Equivalent (FTE)** - the proportion of a nominal full-time position that a part-time position is judged to constitute.

Funding scheme - each local authority must have a 'Scheme for Financing Schools' which sets out the financial relationship between the authority and the schools within its area. It contains requirements relating to financial management and associated issues and may specify where responsibilities lie about certain issues.

## G

**GB** - governing body.

**GCSE** - General Certificate of Secondary Education.

**GNVQ** - General National Vocational Qualification.

**Guidance** - document that provides guidance on duties, policies and procedures. The Welsh Government is sometimes required by an Act to issue guidance on a specific topic. A governing body may be required by law follow the guidance unless it has a very good reason not to, and in some cases it must follow the guidance without exception.

## H

**HE** - Higher Education.

**Health and Safety Executive (HSE)** – the body established in Great Britain to protect people against risks to health or safety arising out of work activities.

**Her Majesty's Chief Inspector (HMCI)** – the Head of Estyn (see Estyn).

**Her Majesty's Inspector (HMI)** – person appointed by the Chief Inspector to support them in their statutory duties.

**HLTA** - Higher Level Teacher Assistant – who has been formally assessed against the HLTA standards demonstrating the capability to carry out elements of specified work.

## I

**ICT** - Information Communication Technology.

**Independent school** – any school that provides full-time education for five or more pupils of compulsory school age or at least one pupil of that age for

whom an EHC plan<sup>1</sup> or a statement or an individual development plan is maintained, or who is looked after by a local authority (within the meaning of [section 22](#) of the Children Act 1989 or section 74 of the [Social Services and Well-being \(Wales\) Act 2014](#)), and which is not a school maintained by a local authority.

**Independent Welsh Pay Review Body (IWPRB)** – an independent body with the responsibility to make recommendations to the Welsh Government on the pay and conditions of school teachers and leaders in Wales.

**Individual Development Plan (IDP)** – is a document that contains a description of a person's additional learning needs and a description of the additional learning provision which a person's learning difficulties calls for. This is the new statutory plan under the Additional Learning Needs and Education Tribunal (Wales) Act which replaces statements of SEN and other non-statutory plans such as individual education plans.

**Individual Education Plan (IEP)** – a plan drawn up by a class teacher to help identify a child's needs and to target areas of particular difficulty.

**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](http://www.ico.gov.uk).

**In-service Education and Training (INSET)** - the professional training and development of staff working in schools - generally taken as short courses or day conferences.

**Instrument of government** - legal document providing for the composition of a governing body of a school.

**Investors in People (IIP)** – the organisation set up to manage the development, marketing, promotion and quality assuring the Investors in People Standard, Models and Profile.

## K

**Key Stage(s)** - the stages of pupils' progress in acquiring knowledge and skills as set out in the National Curriculum.

## L

**LA** – local authority.

**Lay member** - a member appointed to a panel hearing appeals against non-admission or exclusion, being a person without personal experience in

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<sup>1</sup> Education, Health and Care Plan

managing or providing education in any school (other than as a governor or on a voluntary basis).

**LEA** - local education authority – previous term for the education department within a local authority (LA).

**LA governor** – a category of governor, appointed by the LA.

**LA-maintained school** - see maintained school.

**Legislation.gov.uk** - provides guidance about official publishing and on a range of copyright and access issues, and easy access to UK and Welsh legislation.

**Legislative Competence Order (LCO)** – a type of legislation which transfers specific powers from Parliament to the Senedd Cymru. When passed it gives the Senedd the power to make law for Wales (known as measures) for the topic in the LCO. See also Measure.

**Looked-after child (LAC)** – a child who, as defined in the Children Act 1989, is cared for by a LA or is provided with accommodation by a LA under a voluntary agreement with their parents, or who is the subject of a care order.

## M

**Maintained nursery school** – a school providing education for children aged from three to five, maintained by a LA.

**Maintained school** - a school for which a LA has financial and administrative responsibility.

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

**Management Information System (MIS)** – electronic system for recording all school business, such as attendance and other census information.

**Measure** - The Senedd used to, following the Government of Wales Act 2006, pass Assembly Measures. These were akin to Parliamentary Bills. Measures made primary legislation for Wales.

## N

**National Association for Special Educational Needs (NASEN)** - UK organisation which aims to promote the education, training and development of those with special and additional support needs and disabilities.

**National Confederation of Parent Teacher Associations (NCPTA)** - a national charity set up to support PTAs across England, Wales and Northern Ireland.

**National Curriculum** - The national curriculum provides a broad and balanced education for all children, is divided into key stages according to age. (see also Curriculum for Wales)

**National Foundation for Educational Research (NFER)** - independent provider of research, assessment and information services for education, training and children's services.

**National Professional Qualification for Headship (NPQH)** – a national qualification for headteachers. Any person taking up their first appointment as a headteacher in Wales is required to hold the NPQH.

**National Reading and Numeracy Tests (NRNT)** – annual statutory reading and numeracy tests for year 2 to year 9.

**Non-governor member** – a person who is not a voting member of the governing body but who is appointed to be part of the GB or its committees for their expertise.

**NOR** - number on roll.

**NQT** - newly qualified teacher.

**NRA** - National Record of Achievement.

**NVQ** - National Vocational Qualification.

## O

**Office for Standards in Education (OfSTED)** - the inspectorate for children and learners in England only.

**Open enrolment** - all schools must admit pupils up to their admission number which is calculated according to the physical capacity of the school to accommodate pupils.

**Outturn** - statement of what a school actually spent by the end of the financial year.

## P

**Parent** - includes any person having all the rights, duties, powers, responsibility and authority which a parent of a child has by law. Depending on the circumstances, therefore, a 'parent' may include not only the child's natural parents but also others such as step-parents, relatives, co-habitees of

either natural parent and foster parents, and people who have care of the child.

**Parent governor** - a parent elected by other parents of children at a school to serve on the governing body and represent their interests. May also be appointed by a governing body in a situation where it has not been possible to fill a position by election.

**Parent governor representative (PGR)** – a parent governor, elected by other parent governors in a LA area, to represent them on LA committees dealing with education.

**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.

**Performance indicator (PI)** - an agreed indicator used to measure performance attainment and to assess changes in performance.

**Peripatetic teacher** - one who gives specialist instruction in a number of schools, for example in music.

**PGCE** - Post-Graduate Certificate of Education – qualification for teachers.

**Preparation, Planning and Assessment time (PPA)** – guaranteed timetabled time available to teachers and headteachers to enable them to raise standards through individual or collaborative professional activity, as contained in the STPCD.

**PTA** - Parent Teacher Association.

**Pupil Level Annual School Census (PLASC)** - the statutory collection of school information and pupil details, characteristics and curriculum.

**Pupil Referral Unit (PRU)** – a unit established to provide suitable and appropriate education to children of compulsory school age who, because of illness, exclusion or otherwise, are unable to attend a maintained (mainstream or special) school.

**Pupil-teacher ratio** – the number of pupils per teacher.

**Pupil's educational record** – consists of a pupil's curricular record and a teacher's record.

**Pupils on roll** –The pupils registered at a school. See also Number of roll (NoR).

**Q**

**QTS** - Qualified Teacher Status.

**Qualifications Wales** - an independent statutory body, funded by the Welsh Government to regulate qualifications, other than degrees, in Wales.

**Quorum** - the number of voting governors who must be present to validate the proceedings of a meeting of the governing body or a committee.

**R**

**Regulations** – a type of subordinate legislation (see below).

**Resolution** - a proposal made formally at a meeting which has been voted on and agreed.

**Revenue Support Grant (RSG)** - the Welsh Government provides funding to local authorities for pre-16 provision in schools in Wales mainly through the Local Government Revenue Settlement in the form of the Revenue Support Grant (RSG). The RSG is not ring-fenced; the funding allocated to each authority is available to the authority to spend as it sees fit on the range of services for which it is responsible, including schools.

**ROA** - record of achievement.

**RVE** – religion, values and ethics education.

**S**

**School Teachers' Pay and Conditions (Wales) Document (SPTC(W)D)** – a document published annually, relating to the pay and conditions of employment of all teaching staff.

**School Development Plan (SDP)** – the key document setting out the priorities and strategies for a school's development over a rolling period. (see also School Improvement Plan) (SIP)

**Senedd Cymru** – the Welsh Parliament of the 60 Members of the Senedd (MSs) elected by the people of Wales. It was called the National Assembly for Wales until 6 May 2020.

**Service Level Agreement (SLA)** – a contract between a provider and a customer that explains the terms of the provider's responsibility to the customer.

**SIP** - School Improvement Plan (see also School Development Plan (SDP)).

**SMT** – senior management team (of the school).

**Special Educational Needs (SEN)** - learning difficulties for which a pupil needs special educational provision. A learner has SEN if they have a learning difficulty which calls for special educational provision to be made for them. A learner has a learning difficulty if they have a significantly greater difficulty in learning than the majority of others of the same age, or have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in schools within the area of the local authority.

The term SEN will be replaced by the term ALN as part of the phased implementation of the new Additional Learning Needs and Education (Wales) Act.

**Special Educational Provision (SEP)** - means educational provision which is additional to, or otherwise different from, the educational provision made generally for others of their age in schools maintained by the LA, other than special schools, in the area.

The term SEP will be replaced by the term ALP as part of the phased implementation of the new Additional Learning Needs and Education (Wales) Act.

**Specified work** – the Education (Specified Work and Registration (Wales) Regulations 2004) define who may carry out specified work. Specified work includes planning, preparing and delivering lessons and assessing and reporting on the progress of pupils.

**Standard Spending Assessment (SSA)** - used to distribute the Revenue Support Grant (RSG) to LAs. The government's view of what each LA needs to spend to deliver a standard level of services.

**Standing Advisory Councils(SAC)** - committee advising a LA on matters connected with religion, values and ethics education and collective worship in schools.

**Statement of Special Education Needs** - a legal document maintained by the local authority setting out a learner's special educational needs and specifying the special educational provision to be made for the purpose of meeting those needs.

**Statutory assessment** – the statutory assessment to monitor pupils' progress at seven, 11 and 14 years.

**Statutory Instrument (SI)** - a method of making subordinate legislation (see below). A statutory instrument must be printed and published in a specific way set out in the Statutory Instruments Act 1946

**STA** - statutory teacher assessments.

**Subordinate legislation** - also known as secondary legislation or delegated legislation; law made by a Minister, or occasionally by a public body, under powers given to them by Acts of the Senedd or UK Parliament, or Assembly Measures, in order to implement and administer the requirements of primary legislation. Subordinate legislation comes in a number of forms, including orders and regulations.

**Suspension** - a process where a member of staff is told to stop working at the school temporarily, usually while a disciplinary issue involving them is being investigated.

## T

**TA** - Teaching Assistant.

**Teacher's record** – any record kept by a teacher at the school which is not intended to be kept solely for the teacher's own use. It forms part of a pupil's educational record.

**Teaching and Learning Responsibility (TLR)** - a responsibility payment for teaching staff.

## U

**UPN** - Unique Pupil Number.

**ULN** – Unique Learner Number

## V

**Voluntary aided (VA) school** - the governing body holds its own premises and employs the staff, the local authority provides revenue funding.

**Voluntary controlled (VC) school** - land and buildings of the school are often owned by a voluntary organisation, but the local authority employs the staff and has primary responsibility for admission arrangements.

## W

**WG** – Welsh Government.

**Wales Audit Office** - independent body that scrutinises expenditure by public bodies in Wales.

**Welsh Baccalaureate** – a qualification for students in Wales for 14 to 19 year old students, which combines personal development skills with qualifications like A levels, NVQs and GCSEs.

**Welsh Joint Education Committee (WJEC)** - a provider of education and assessment services in Wales and England.

**Welsh Local Government Association (WLGA) (Cymdeithas Llywodraeth Leol Cymru)** - represents the interests of LAs in Wales. The fire and rescue authorities, the police authorities and the national park authorities are associate members.