



# Lincolnshire Parent Carer Forum

Registered Charity No: 1141060

## GLOSSARY OF TERMS

Term	Meaning
<b>Advocacy</b>	Help given to people to enable them to express their opinions
<b>Academy</b>	A State funded school in England that is directly funded by the Department for Education, through the Education funding Agency. Academies are self-governing and independent of Local Authority Control.
<b>Annual Review</b>	The Review of an EHC plan which the Local Authority must make as a minimum every 12 months
<b>Assistive Technology</b>	Technical equipment that might increase the range of activities and independence or well being of disabled people.
<b>CAMHS - Child and Adolescent Mental Health Service</b>	These services assess and treat children and young people with emotional, behavioural or mental health difficulties. They range from basic pastoral care, such as identifying mental health problems to specialist 'Tier 4' CAMHS, which provide in-patient care for those who are severely mentally ill.
<b>Care Plan</b>	A record of health and/or social care services that are being provided to a child or young person to help them manage a disability or health condition. The plan will be agreed with the child's parent or the young person and may be contained within a patient's medical record or maintained as a separate document. Care Plans are also maintained by Local Authorities for looked after children –in this instance the Care Plan will contain a Personal Education plan in addition to the Health and Social Care elements.
<b>Children and Families Act</b>	A law passed in September 2014 improving provision for children, families and people with Special Educational needs and /or Disabilities. It promotes a more family centred approach.
<b>Clinical Commissioning group (CCG)</b>	It is a group of GP practices in the same area that join together to buy, change or discontinue services for the benefit of their patients and others living in the local area. Most of the health services you might expect to get through your GP practices will need to be organised by the CCG for patients.
<b>Co production</b>	Has emerged as a general description of the process whereby those who use services and carers work alongside professionals in order to make service and outcomes better.
<b>Code of practice (COP)</b>	Statutory government guidance produced in September 2014 by Education and Health for organisations which work with and support children and young people who have Special Educational needs and /or disabilities (SEND).
<b>Collaborative</b>	Working together to achieve some joint purpose or goal.

<b>Commissioning</b>	When someone is paid to deliver a service. For example, researchers may be commissioned (or paid) to do a piece of research; or a local council might pay someone to deliver services such as new leisure services in their area or school transport.
<b>Compulsory School Age</b>	A child is of compulsory school age from the beginning of the term following their 5 <sup>th</sup> birthday until the last Friday of June in the year in which they become 16, provided that their 16 <sup>th</sup> Birthday falls before the start of the next school year.
<b>Consultation</b>	When a group of people are asked their views or to give advice about a particular subject.
<b>Department for Education (DfE)</b>	A government department responsible for all children focusing on education policies including that which relates to children with special educational needs and/or disability. Also makes funding available to parent carer forums to enable parent participation.
<b>Direct Payments</b>	Money that is paid to you so that you can arrange your own support to assist with a disability.
<b>Direct Provision</b>	If you decide to take a personal budget and wanted direct provision, then all services are provided by the Local Authority.
<b>Disagreement resolution</b>	This is a statutory service commissioned by Local Authorities to provide a quick and non-adversarial way of resolving disagreements between parents or young people and bodies responsible for providing Education, whether the child or young person has an EHC plan or not, or Health and social care in relation to EHC assessments and plans. Disagreement resolution services can also be use in cases of disagreement between Local Authorities and health commissioning bodies during EHC needs assessments, the drawing up of EHC plans or the reviewing of those plans.
<b>Duty</b>	Something the law says an organisation must do.
<b>Early Help Assessment Early Support Care Co-ordination (ESCO)</b>	A social care assessment of a child and his or her family, designed to identify needs at an early stage and enable suitable interventions to be put in place to support the family.  Early Support Care Co-ordination (ESCO) works alongside children and young people with a disability and their families, providing timely support and care co-ordination that places families at the heart of decision making about their child.
<b>Early Support Programme</b>	The Early Support Programme co-ordinates health, education and social care support for the parents and carers of disabled children and young people from birth to adulthood. A key worker is assigned to families that join the programme.
<b>Early Years Foundation Stage (EYFS)</b>	The foundation stage begins when children reach the age of three. Many children attend an early education setting soon after their third birthday. The foundation stage continues until the end of the reception year and is consistent with the National Curriculum. It prepares children for learning in Year 1, when programmes of study for Key Stage 1 are taught.
<b>Early Years provider</b>	A provider of early education places for children under five years of age. This can include state funded and private nurseries as well as child minders.

<b>Education Funding Agency (EFA)</b>	An arm of the Department for Education that manages the funding for learners between the ages of 3 and 19 years and for those with SEN and disabilities between the ages of 3 and 25. The EFA allocates funding to 152 local authorities for maintained schools and voluntary aided schools. It is also responsible for funding and monitoring academies, University Technical Colleges, studio schools and free schools as well as building maintenance programmes for schools and sixth-form colleges.
<b>Education, Health and Care Plan (EHC plan)</b>	An EHC plan details the education, health and social carer support that is to be provided to a child or young person who has SEN or a disability. It is drawn up by the Local Authority after an EHC needs assessment of the child or young person has determined that an EHC Plan is necessary, and after consultation with relevant partner agencies. It is outcome focused meaning the aspirations of the child or young person are very important and forms the purpose of everyone working together to enable those aspirations to be realised.
<b>Educational Psychologist (EP)</b>	An educational psychologist is concerned with helping children or young people who are experiencing problems within an educational setting with the aim of enhancing their learning.
<b>First Tier Tribunal (Special Educational Needs and Disability)</b>	An independent body which has jurisdiction under section 333 of the Education Act 1996 for determining appeals by parents against Local Authority decisions on EHC needs assessments and EHC plans. The tribunal's decision is binding on both parties to the appeal. The Tribunal also hears claims of disability discrimination under the Equality Act 2010
<b>Free School</b>	A free school is a type of academy, which is free to attend, but is not controlled by the Local Authority. Free schools receive state funding via the Education Funding Agency. Parents, teachers, businesses or charities can submit an application to the Department for Education to set up a free school.
<b>Graduated Approach</b>	A model of action and intervention in early education settings, schools and colleges to help children and young people who have special educational needs. The approach recognises that there is a continuum of special educational needs and that, where necessary, increased specialist expertise should be brought to bear on the difficulties that a child or young person may be experiencing.
<b>Health and Wellbeing board</b>	A Health and Wellbeing Board acts as a forum where local commissioners across the NHS, social care and public health work together to improve the health and wellbeing of their local population and reduce health inequalities. The boards are intended to increase democratic input into strategic decisions about health and wellbeing services, strengthen working relationships between health and social care and encourage integrated commission of health and social care services.
<b>Inclusion</b>	A process by which schools (both Mainstream and Special), Local education Authorities and others strive to ensure that their cultures, policies and practices make every child and young person feel welcome and included, so affording them a positive experience and the opportunity to achieve their personal potential. For pupils with SEN this means trying to remove any barriers to learning and participation.

<b>Independent supporter</b>	A person recruited locally by a voluntary or community sector organisation to help families going through an EHC needs assessment and the process of developing an EHC plan. This person is independent of the Local Authority and will receive training, including legal training, to enable him or her to provide this support.
<b>Joint Strategic Needs Assessment (JSNA)</b>	This is an assessment that finds out what a local area is like, who lives there and what services they need.
<b>Key Workers</b>	Someone who works with children and families to help them get the best education and social care services and make sure services work together.
<b>Lincolnshire Parent Carer Forum (LPCF)</b>	<a href="http://www.lincspcf.org.uk">An independent, registered charity supporting parents of children with disabilities and SEN through information, events, coffee mornings and through our free network empowering and uniting parent carers. See www.lincspcf.org.uk for more details and under Parent Carer Forum in this glossary.</a>
<b>Local Area</b>	The Local Area includes the Local Authority, Clinical Commissioning groups(CCGs), public Health, NHS England for specialist services, early years settings, schools and further education providers. Local Areas in England are subject to inspection by the Care Quality Commission ( CQC) and Ofsted in terms of their effectiveness in identifying the needs of children and young people who have Special Educational needs or Disabilities.
<b>Local Authority(LA)</b>	A Government organisation otherwise known as the Local Council that is officially responsible for all the public services and facilities in a particular area. Education is an LA service.
<b>Local Offer</b>	Local Authorities in England are required to set out in their Local Offer information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have an EHC plan. Local Authorities must consult locally on what provision the Local Offer should contain.
<b>Mediation</b>	This is a statutory service commissioned by local authorities which is designed to help settle disagreements between parents and young people and local authorities over EHC needs assessments and plans and which parents and young people can use before deciding whether to appeal to First Tier Tribunal about decisions on assessment or the special educational element of a plan. Mediation can cover any one or all three elements of an EHC plan and must be offered to the parent or young person when the final plan is issued, but they are not able to appeal to the tribunal about the health and social care aspects of the plan.
<b>NHS Continuing Care</b>	NHS Continuing Care is support provided for children and young people under 18 who need a tailored package of care because of their disability, accident or illness.
<b>NHS Continuing Healthcare</b>	NHS Continuing Healthcare is the name given to a package of care that is arranged and funded solely by the NHS for individuals aged 18 or over who are not in hospital but have complex ongoing healthcare needs. It can be provided in any setting for example in the home or in a residential care home.
<b>Note in Lieu</b>	This is a note issued to the child's parents and school when, following a statutory

	assessment such as an EHC assessment, the LA decides not to make a statement/EHC plan. The note should describe the child's special educational needs, explain why the LA will not make a statement and make recommendations about appropriate provision for the child. All the advice received during the assessment should be attached to the note sent to the parents and, with their consent, also be sent to the child's school. The Note in Lieu holds no statutory guarantees of provision being made.
<b>Outcomes</b>	Achievable and measurable goals, identified by the person and easy to understand.
<b>Parent Carer Forum –see LPCF above</b>	A Parent Carer Forum is a group of parents and carers of children with disabilities/SEN who work with Local Authorities, health and other providers to make sure the services they plan and deliver meet the needs of disabled children and families.
<b>Parent Partnership Services</b>	Parent Partnership services provide advice and information to children with SEN or disabilities, their parents and young people with SEN or disabilities. They provide neutral and factual support on the SEN system to help the children, their parents and young people to play an active and informed role in their education and care. Although funded by Local Authorities, Parent Partnership Services are run either at arm's length from the Local Authority or by a voluntary organisation to ensure children, their parents and young people have confidence in them.
<b>Participation</b>	Participation is about taking part in decisions about issues that affect us. Participation is about being listened to, but it should also mean that your views are taken into account when decisions are being made.
<b>Pathfinders</b>	Local areas that are testing out the different government SEND proposals. They do this by working with families and young people to find out what works best for them and sharing what they find with the government and other pathfinder areas.
<b>Person Centred</b>	To describe a real and recognisable person. It should describe the person accurately and develop a picture of the individual, their likes, dislikes, aspirations, personal and family situation.
<b>Personal assistants</b>	People you choose to work for you and support you in a way that is right for you.
<b>Personal Budget</b>	A Personal Budget is an amount of money identified by the local authority to deliver provision set out in an EHC plan where the parent or young person is involved in securing that provision. The funds can be held directly by the parent or young person, or may be held and managed on their behalf by the Local Authority, school, college or other organisation or individual and used to commission the support specified in the EHC plan.
<b>Personalisation</b>	Personalisation means recognising that a person using services is best placed to know what they need and how those needs can be met. It means that people can be responsible for themselves and can make their own decisions but also that they should have information and support to help them do this.
<b>Primary Care</b>	The collective term for all services which are people's first point of contact with the NHS.
<b>Primary Care Trust (PCT)</b>	Responsible for delivering health care and health improvements to local residents. They commission or directly provide a range of community health services as part of their

	functions.
<b>Pupil Premium</b>	Extra money for that a school gets for every pupil who is from a poor family to help them get a better education.
<b>Resource allocation system (RAS)</b>	This is the Local Authority's way of deciding how much money a person receives for the support required.
<b>Self Directed Support</b>	Support that you decide and control. You control your budget. You can choose what support you want and how to spend your budget.
<b>SEND reforms</b>	Following on from the Children and Families Act changes introduced in September 2014 to improve support for children and young people with special educational needs and disabilities. Examples include EHC plans, personal budgets and a requirement for each Local Authority to produce a Local Offer.
<b>Short Breaks</b>	Opportunities for disabled children and their families to have a break and do something fun. For example, a day, evening, overnight or weekend activity for a disabled child that is fun for them which also gives the family a break from their caring role.
<b>Social Model of Disability</b>	The social model of disability sees disability as something that is created by barriers in society and environment. So, for example, you might use a wheelchair but it is not using a wheelchair that makes you disabled but people's attitudes, rules and the accessibility of the environment such as buildings that disable you.
<b>Special Educational Needs (SEN)</b>	A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age or a young person has a learning difficulty or disability if he or she has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him/her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.
<b>Special Educational Needs Co-ordinator (SENCO) or SENDCO</b>	Special Educational Needs and Disability Coordinator. The SENDco is the teacher responsible for the day to day operation of a school or setting's SEN policy. Their role includes coordinating additional support for pupils and liaising with the parents/carers, teachers and other professionals who are involved with them.
<b>Special Educational Provision</b>	Special Educational Provision is provision that is different from or additional to that normally available to pupils or students of the same age, which is designed to help children and young people with SEN or disabilities to access the National Curriculum at school or to study at college.
<b>Special School</b>	A school which is significantly organised to make special educational provision for pupils with SEN.
<b>Stakeholder</b>	A person or organisation with an interest in a specific issue.
<b>Statutory</b>	Required by law.
<b>Support Brokerage</b>	Someone who helps you sort out your support. Sometimes they also help with the

	support plan. A professional broker is someone you pay to do this.
<b>Support Plan</b>	A support plan will say how you will spend your budget to get the life you want. Your Local Authority must agree your plan before you receive your support money.
<b>Supported Internships</b>	These are unpaid roles for young disabled people to study or train with an employer. They will gain skills to help them move into paid employment.
<b>Young Person</b>	A person over compulsory school age (the end of the academic year in which they turn 16). From this point the right to make decisions about matters covered by the Children and Families Act 2014 applies to the young person directly, rather than to their parents.