

GLOSSARY OF TERMS AND ABBREVIATIONS

Admission Authority	The body responsible for school admissions policy. This is the Local Authority for community and voluntary controlled schools and the governing body for voluntary aided schools.
Admission Forum	A statutory body composed of representatives of admission authorities and other key interested parties. It is convened by the Local Authority and its purpose is to discuss local admission arrangements and issues and to offer advice to admission authorities.
Admission Number	The minimum number of pupils that must be admitted to the school in the normal year of admission if there is demand. It relates also to the Net Capacity of the school.
Area of Prime Responsibility	An area within which a home address gives priority in admission arrangements where a school is oversubscribed.
AMP (Asset Management Plan)	The Local Authority's statement of the provision, needs and requirements of school premises and the criteria used to make decisions about spending on school premises.
Audit Commission	A national independent body which appoints and regulates District Auditors who monitor local authorities. The Commission also produces general reports on value for money in local authorities.
Basic Need	The need for additional school places; it is determined by comparing projected pupil numbers and existing capacity.
Best Value	A process for examining local authority policy and procedure by reviewing and challenging existing arrangements, examining alternative arrangements and taking steps to ensure the most effective use of public funds. The Council produces a Best Value Performance Plan.
Capital Programme	A statement of the Local Authority's plans and funding arrangements for sites and buildings.
Children and Young People Plan (CYPP)	An overarching plan covering all services for children and young people in the area, including Local Authority services and services provided by partner agencies.

Community School	One of the four legal categories of state maintained schools. Community Schools are wholly funded by the Local Authority and the Local Authority employs the staff. The Local Authority controls pupil admissions. The term is also sometimes used more generally to describe schools which provide facilities for the social, recreational and cultural activities of the local community as a whole.
Comprehensive Performance Assessment	An assessment by the Audit Commission of a Local Authority's progress and performance in carrying out its responsibilities.
Connexions	The Government's support service for young people. The goal of Connexions is to ensure success through learning and a smooth transition to adulthood and working life for every young person. Working alongside its partners, Connexions must provide teenagers with (or connect them to) the support they need to benefit fully from formal and informal learning. This may involve tackling barriers to learning, advice on career and learning goals (Connexions assumes the former role of the Careers Service), or challenging aspirations and stereotypes.
Controlled School	One of the four legal categories of state maintained schools. Controlled schools are set up by a voluntary body usually a church body and generally Church of England. Controlled schools are totally funded by the Local Authority and the Local Authority employs the staff. The Local Authority controls pupil admissions.
DfES	Department for Education and Skills. This is the central Government Department responsible for Education.
EMAS (Ethnic Minority Achievement Services)	A service to provide additional support for children who have English as an additional language and/or who come from a minority ethnic background.
EOTAS (Education Other Than at School)	Arrangements made to secure additional provision for provision for children who are not able to attend school.
Form of Entry (fe)	The number of pupils deemed by the Local Authority to constitute a teaching group requiring the equivalent of one full-time teacher in the year in which the pupils enter the school. For planning purposes this is assumed to consist of 30 pupils.
Foundation School	One of the four legal categories of state maintained schools. Foundation status replaced Grant Maintained status. The governing body employs the staff and controls pupil admissions.

FTE	Full Time Equivalent; used to define the number of pupils in whole numbers.
Inclusion/Inclusive Education	This term is used in two ways: the education of children with special or additional needs in mainstream schools or settings; and to ensure that all children in the community are given appropriate opportunities to reach their full academic and personal potential and to ensure that no individuals or groups suffer “social exclusion”.
Infant Class Size Plan	A statement produced by the Local Authority and subject to approval by the DfES, setting out proposals to comply with legislation to secure infant class sizes of 30 or below.
Infant School	A school providing for children aged between 4+ and 7 years of age.
Joint Replacement Structure Plan	An overall plan covering the former Avon area which identifies the need for new housing in the period 1996-2011. It was adopted in September 2002.
Junior School	A school providing for children aged between 7 and 11 years of age.
Key Stage	The periods in each pupil’s education to which the elements of the National Curriculum will apply. There are four key stages, normally related to the age of the majority of pupils in a teaching group. They are: beginning of compulsory education to age 7 (KS1); 7-11 (KS2); 11-14 (KS3) and 14 to end of compulsory education (KS4).
LEA	Local Education Authority. South Gloucestershire Council in its role as Local Authority. This term is now being replaced by “Local Authority” in line with the requirement for co-ordination of services for children and young people under the Children Act 2004.
Learning and Skills Council (LSC)	The organisation with responsibility for funding and co-ordinating further education and training, and for contributing to 14-19 curriculum provision. From April 2002 its responsibilities include the funding of school sixth forms.
Local Authority	A locally elected Council responsible for local government services within its area of administration. Under the Children Act 2004 a Local Authority also has responsibility to co-ordinate partner agencies in the provision of services for children and young people.

Local Plan	The plan for South Gloucestershire which identifies sites for new housing to be developed in South Gloucestershire
Looked After Children	Children and young people in public care.
Mainstream Schools	Schools other than special schools.
Net Capacity	A method of assessing the capacity of mainstream schools in order to indicate the number of pupil places available. Net Capacity is used as the basis for school place planning in this School Organisation Plan, and replaces the More Open Enrolment assessment previously used.
Nursery Class	A class for children who are below the statutory age for education, attached to a primary school.
NOR	Number on roll. The total number of pupils enrolled in a school, usually counted in September and January.
OfSTED	The Office for Standards in Education, officially the Office of Her Majesty's Chief Inspector of Schools in England.
Primary School	A school providing for children aged between 4+ and 11 years of age.
Public Notice	A formal published notice giving details of proposed changes to school provision, including opening, closing and altering schools.
Published Admission Number (PAN)	The published number of admissions for a particular age group, below which no pupil may be refused admission. It must not be less than the Standard Number. (See also Admission Number)
Pupil Referral Unit (PRU)	<p>Pupil Referral Units (PRUs) are legally a type of school established and maintained by a local education authority to provide education for children of compulsory school age who may otherwise not receive suitable education.</p> <p>The aim of such units is to provide suitable alternative education on a temporary basis for pupils who may not be able to attend a mainstream school. The focus of the units should be to get pupils back into a mainstream school.</p>
Resource Base	A unit or centre attached to a mainstream school for children with Special Educational Needs.

School Organisation Committee	A body consisting of representatives of the Local Authority, Church of England and R.C. Dioceses in the area, schools and the Learning and Skills Council, responsible for taking decisions on proposals for school reorganisation and changes if there are objections to the proposals.
Schools Adjudicator	An independent official responsible for taking decisions on proposals where the School Organisation Committee is unable to agree on proposals for changes and reorganisation of schools, and for dealing with formal objections to school admission arrangements.
Secondary School	A school providing for children of 11+ to 16 or 18 years of age.
Section 106 Agreement	Under Section 106 of the Town and Country Planning Act, councils are able to seek financial contributions from developers for infrastructure and community facilities (e.g. new schools) necessary to meet needs arising from housing development.
Special Educational Needs (SEN)	Severe, complex or long term needs which mean that children will have significant difficulties in accessing the normal range of educational opportunities.
Special Educational Needs Co-ordinator (SENCO)	The teacher responsible, in a school or sometimes in an area, for co-ordinating information on and support for children with special educational needs.
Special Measures	A school can be placed in Special Measures if Ofsted inspection concludes that it is failing to provide an adequate standard of education for its pupils. Where a school is in Special Measures the governors and Local Authority have to take action to improve the position for the children, including consideration of closure of the school.
Statutory Proposals	Plans by the Local Authority, governors or other promoters of schools to open, close or alter schools. Statutory Proposals must be published in the form of a Statutory Public Notice.
“Trading Places”	An Audit Commission Management Handbook on the supply and allocation of school places.

Unitary Authority

A Council in which local government services are the responsibility of one elected council. South Gloucestershire is a unitary authority (contrast, e.g. Gloucestershire County Council where some services are provided by the County Council and some by the District Councils).

Voluntary Aided School (VA)

One of the four legal categories of state maintained schools. VA schools are set up and owned by a voluntary body, usually a church body, but largely financed by a Local Authority. The governing body employs the staff, and controls pupil admissions and religious education.