



Education Tribunal for Wales

# Glossary of terms

Term	Explanation
Act	A document that introduces new laws that have been approved by a parliament.
Additional learning needs (ALN)	<p>If a person needs ALP because they have a learning difficulty or disability, they have additional learning needs. It does not matter if the learning difficulty or disability comes from a medical condition or not.</p> <p>A child under compulsory school age has a learning difficulty or disability if they are likely to have a greater difficulty in learning than the majority of children of the same age when they get to compulsory school age IF they receive no ALP before they go to school.</p>
Additional learning provision (ALP)	<p>Educational or training that is additional to, or different from, the education or training given in mainstream schools or education institutions to children of the same age. It is the extra education, training, or help someone receives if they have additional learning needs.</p> <p>For children under 3 years of age, it is any kind of education or training.</p>
Appeal	An application to have a decision reviewed by a higher authority. In this case, the decision is made by a local authority, or FEI, and a parent or child appeals to the Education Tribunal to have the decision reviewed.
Appellant	The person that has made an appeal to the tribunal
Applicant	A person who has submitted an application to the tribunal. Examples include applying to begin and appeal or claim, for a declaration of capacity, or to be a case friend.
Case friend	A person who is appointed to exercise the child's rights if the child lacks capacity.
Case statement	The the information and evidence that parties submit to the Tribunal to support their case.
Case statement period	The time period within which parties must submit their case statement.
Chair	The legally qualified Tribunal member that leads the tribunal hearing.
Child	A person that is the subject of the appeal or claim. Anyone over compulsory school age is defined as a young person.

<b>Term</b>	<b>Explanation</b>
Claim	An allegation of disability related discrimination that happened in an educational setting, like a school.
Claimant	The person that has made a claim of disability related discrimination to the Tribunal.
Clerk	The person that deals with the administration of tribunal cases and tribunal hearings.
Exercise rights	To use the powers that are due to you by law.
Further Education Institution (FEI)	An institution that provides education to people over compulsory school age. The education is of secondary school level and above, but below that of Higher Education (in universities). Qualifications include GCSEs, A/S and A levels, BTEC, PGCE, diplomas, certifications, vocational courses, and others. Colleges are FEIs.
Hearing	A meeting before the President, a Chair or the tribunal panel for the purpose of allowing them to reach a decision on an appeal, claim, or any question or matter at which the parties are entitled to attend and be heard.
Individual Development Plan (IDP)	A child or young person's additional learning needs plan. It has a description of their additional learning needs, and the arrangements put in place to support their education.
Local authority	The organisation with overall responsibility for children's education. A county or county borough council, such as Gwynedd Council.
Maintained school	A community, foundation or voluntary school, a community or foundation special school or a nursery school maintained by a local authority.
Observer	A person who can attend the hearing with a party, but cannot take any part in the discussions or make any notes.
Oral representations	Spoken evidence given at a hearing.
Parent	A person who is defined as a parent to a child under the Education Act. The definition includes any person who is not a parent but who has parental responsibility or care for the child, in law.
Party	The two sides involved in the appeal or claim case. The appellant or claimant, and the respondent.

<b>Term</b>	<b>Explanation</b>
Practice Direction	Guidance issued by the President to provide practical advice on how to understand the Tribunal's Regulations, and follow their rules correctly.
Representative	A person named to act on behalf of a party, whether or not legally qualified.
Responsible body	The body that is responsible for certain aspects of a school. Usually the governing body of the school, which is a group of people that controls the school at the highest level.
Secretary of the Tribunal	The person who is the head of the administrative staff, or clerks, of the Tribunal. The business manager.
Secretariat	The administrative staff who deal with correspondence and the administration of appeals and claims. Also known as clerks.
Tribunal	The Education Tribunal for Wales. Also known as ETW.
Tribunal panel	<p>A panel of the Tribunal who consider the case evidence, and make decisions for appeals and claims. They also handle any question or matter in relation to an appeal or claim.</p> <p>The panel can be made up of Chairs, who're legally trained Tribunal members, and up to two lay members, who're Tribunal members with expertise in education.</p>
Upper Tribunal	The organisation that you can make an appeal to if you think that the tribunal's decision is wrong in law. They review the decisions of appeals, the same way the Education Tribunal reviews the decisions of local authorities.
Witness	A person chosen to attend a tribunal hearing to give evidence to the tribunal panel. Witnesses can only be invited by parties or the Tribunal.
Witness summons	Means a document issued by the President or the tribunal panel requiring a witness to attend at a hearing of an appeal or claim to give evidence or produce documents in relation to an appeal or claim to the Tribunal.
Young person	A person over compulsory school age who is receiving an education and may submit an appeal or claim to the Tribunal.