

## 09 Childcare practice procedures

### 09.14 Progress check at age two

- EYFS 2021 09.14a Two-Year Progress Check form is available for the two-year-old progress check.
- The key person is central to the progress check and must be the person completing it.
- The progress check is completed when the child is between 26 and 30 months old. The child should be attending the pre-school for at least 1 term before the check is completed but maybe dependant on how long it is before the child turns 3 years old. The child's progress is shown through their learning journal which is updated each term with their achievements.
- Once the timing of the child's progress check is confirmed, parents/carers are invited to discuss their child's progress at a mutually convenient time.
- The pre-school seeks to engage both parents and make allowance for parents who do not live with their child to be involved.

#### Completing the 09.14a Two Year Progress Check

- On-going observational assessment informs the progress check and must be referred to.
- Children's contributions are included in the report. Staff are 'tuned in' to the ways in which very young children, or those with speech or other developmental delay or disability, communicate.
- Where any concerns about a child's learning and development are raised, these are discussed with the parents/carers, the SENCO and the pre-school manager.
- If concerns arise about a child's welfare, they must be addressed through 06 Safeguarding children, young people and vulnerable adults procedure.
- The key person must be clear about the aims of the progress check as follows:
  - to review a child's development in the three prime areas of the EYFS
  - to ensure that parents/carers have a clear picture of their child's development
  - to enable educators to understand the child's needs and with support from educators, enhance development at home
  - note areas where a child is progressing well and identify any areas where progress is less than expected
  - describe actions the provider intends to take to address any developmental concerns (working with other professionals as appropriate)