

## **Meppershall Pre School**

### **Two Year Old Progress Check Policy**

The Early Years Foundation Stage (EYFS) requires that parents and carers must be supplied with a short written summary of their child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development; Physical Development; and Communication and Language; when the child is aged between 24-36 months.

The named two year old co-ordinator and will ensure each key person is aware of their duties in relation to completing two year old progress checks for their key children.

The aims of the two year progress check are;

- review a child's development in the three prime areas of the EYFS;
- ensure that parents have a clear picture of their child's development;
- enable practitioners to understand the child's needs and plan activities to meet them in the setting;
- enable parents to understand the child's needs and, with support from practitioners, enhance development at home;
- note areas where a child is progressing well and identify any areas where progress is less than expected; and
- Describe actions we as a provider intend to take to address any developmental concerns (including working with other professionals where appropriate).

#### **Processes**

- We inform parents of this policy and the need to complete the two year old progress check
- Information is gathered about the child at the time of registration through our registration form and all about me forms
- Permission to complete the two year old progress check is gained by the parents. This includes sharing information with other professionals as necessary including health for the purposes of the integrated health review
- Each child is assigned a key person whose role is to become familiar with their key children and their families
- Regular two way information is exchanged with parents on a daily basis and at regular intervals acknowledging that parents know their child best.
- Information is shared with other professionals as necessary, with permission from parents.
- We will complete the check when the child reaches the age of 2 years and 6 months if the child is settled, in good health, has regular attendance and in agreement with the parents. It will be completed by the child's 35<sup>th</sup> month
- The progress check should be completed by the person/setting where the child spends the majority of their time. This is agreed between parents and professionals beforehand

#### **Completing the progress check**

- The key person is allowed time to complete the assessment process and form
- The key person will review and reflect upon the child, have an informal discussion with parents taking their views into account, discuss any concerns with a senior member of staff, complete the form.
- Parents are invited to a meeting to discuss the information, provided by the key person.

- A copy of the progress check is given to parents for their records and they are encouraged to share this with other relevant professionals e.g. health visitor.
- The 2 year progress checks are completed on EY log and shared electronically with parents.
- The 2 year progress check will stay on the child's online record.
- Next steps will be planned, drawing on the practitioners knowledge of their key child.
- Parents will be supported to help children's learning at home

<b>Date approved by Pre-school committee</b>	
<b>Signed by Pre-school leader</b>	
<b>Signed by Pre-school chair</b>	
<b>Signed by Pre-school staff</b>	