

## 09 Early Years Practice Procedures

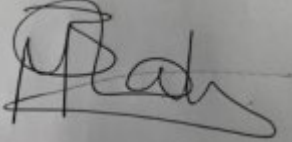
### **09.15 Progress check at age two**

- A template for completing the two-year-old progress check is provided as 09.15a Progress check at age two template.
- The key person is central to the progress check and must be the person completing it.
- Settings should take guidance from their local authority as to when the progress check at age two is completed; if no such guidance is provided, the progress check is completed when the child is between 26 and 30 months old. The child should be attending the setting for at least 1 term before the check is completed.
- Parents will receive a copy of the child's two-year-old progress check as well as the second setting if attending.

#### **Completing the progress check at age two**

- On-going observational assessment informs the progress check and must be referred to.
- Children's contributions are included in the report. Staff must be '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, the SENCo and the setting manager.
- If concerns arise about a child's welfare, they must be addressed through 06 Safeguarding children, young people and vulnerable adult's procedures.
- 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 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).
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This policy was adopted by:	Sutton St James Pre-School
On	30/01/2024
Date to be reviewed	30/01/2025
Signed on behalf of the provider	
Name of signatory	Mili-Anne Bhatia
Role of signatory	Managing Director

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