



## Two Year Progress Check Policy

The Early Years Foundation Stage (EYFS) requires that parents/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 aims of the progress check are to:

- review a child's development in the three prime areas of the EYFS;
- ensure that parents/carers 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/carers 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/carers 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/carers. 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
- Each child has their own Learning Journey in which observations are assessments are kept. Parents/carers are able to view these at any time they wish
- Regular two way information is exchanged with parents/carers on a daily basis and at regular intervals acknowledging that parents/carers know their child best
- Information is shared with other professionals as necessary
- The check will be when the child is settled, is in good health, has regular attendance and in agreement with parents/carers. The check will be completed by the child's 35<sup>th</sup> month.
- Where possible, the check will be completed at the same time as the health check and information will be shared with the health team as necessary
- The progress check should be completed by the person/setting where the child spends the majority of their time. This is agreed between parents/carers 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/carers taking their views into account, discuss any concerns with a senior member of staff, complete the form (*see flow chart*)
- We use the Central Bedfordshire Council Two Year Old Progress Check Form
- Parents/carers are invited to a meeting to discuss the information on the form
- A copy is given to parents/carers for their records and they are encouraged to share this with other relevant professionals e.g. health visitor
- The progress check will be used to inform the Integrated Review with the Health Visitors (see Integrated Review Procedure)
- The form is filed in the child's individual learning journal
- Next steps will be planned for within our everyday curriculum
- Parents/carers will be supported to help children's learning at home

### **Integrated Review**

From September 2015, early years providers are expected to work with local authorities and health visiting services to bring together health and early education reviews for young children.

The Early Years Foundation Stage (EYFS) Progress Check at age two will be brought together with the Healthy Child Programme (HCP) 2-2½ year old health and development review (delivered by health visiting teams), where possible, in an Integrated Review.

Combining the two review processes offers the potential to provide better and earlier intervention to support children's future outcomes. The main purpose of the Integrated Review is to identify the child's progress, strengths and needs at this key age to promote positive outcomes in health, wellbeing, learning and behaviour.

### **Processes**

- We will gain consent from parents/carers to share information with the Health Team.
- Number of children due for the review will be collated and used to inform the planning of the session. This will determine the venue to be used and the length of session.
- We will contact and liaise with the Health Visitor to coordinate the date and times for the integrated review session.
- Parents/carers must attend the session.
- We will work towards a group session however individual reviews will be carried out for any child that has been identified to benefit from this. This will be discussed with the Health Visitor.
- We will provide a welcoming venue and space with age appropriate toys that support the ASQ3 (Ages and Stages Questionnaire) e.g. books, threading etc.
- We will engage with parents/carers to complete the Early years progress report.
- Information from the Two Year Old Progress Check will be used to complete the Early Years Progress Check Summary at Two Years Old. The Health Visitor will also include information from the ASQ.
- A copy of this information is kept in the red book.



- Where possible, the Key person will attend the Integrated Review session.

**Considerations**

- Children that live outside Central Bedfordshire will not have their Integrated Review in the setting
- Parents/carers will be encouraged to keep us informed if a Health check has been planned with the Health Visitor.
- If a check has been planned with the Health Visitor, we will gain parental consent to contact the Health Visitor and rearrange for the check to be done as an Integrated Review.
- When running a large session which might affect adult child ratios, it is advisable that a Lead person from the setting attends. The child's key person will update the lead on information required for the review to be effective and successful.

<b>This policy was adopted by</b>	<b>Silsoe Pre-School</b>
<b>Date</b>	<b>December 2017</b>
<b>Review date</b>	<b>December 2018</b>