

# ST ALBAN'S PRE SCHOOL

## Assessment Procedure

1. Staff are allocated a group of key children from across the age range.
2. On entry, information is gathered from parents and staff (from home visits, Open Day and questionnaire) and a baseline assessment is created.
3. Children are observed on an informal basis by all staff and achievements recorded on their records. This consists of a Busy Book and next steps sheet (formative assessment)
4. Achievements are tracked on the relevant developmental sheet and next steps planned and implemented immediately on the weekly planning.
5. Group records are kept in order to plot progress and identify needs of individual children.
6. A summative assessment is passed to Reception with parents' permission.

**N.B. If the child is two years old on entry, the baseline document forms part of the child's developmental records. Parents and staff agree next steps. Any concerns or referrals are addressed immediately. A copy of the document is signed and placed in the child's red development book.**

This policy was adopted by	St Albans Pre School	(name of provider)
On	<u>23 January 2024</u>	(date)
Date to be reviewed	<u>23 January 2025</u>	(date)
Signed on behalf of the provider	<u>Elaine Mercer</u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	