09 Early years practice procedures

**09.15 Progress check at age two**

* A template for completing the two-year-old progress check is provided through Tapestry’s Progress Check At Age Two template.
* The key person is central to the progress check and must be the person completing it.
* Wormley Preschool will complete a Progress Check at Two from the ages of 25-26 months.
* Once the timing of the child’s progress check is confirmed, parents are invited to discuss their child’s progress at a mutually convenient time.
* The setting must seek to engage both parents and make allowance for parents who do not live with their child to be involved.

**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 adults 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)

| This policy was adopted by | WORMLEY PRE-SCHOOL | *(name of provider)* |
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| On | 21st March 2023 | *(date)* |
| Date to be reviewed | 21st March 2024 | *(date)* |
| Signed on behalf of the provider | Emily Kilduff | |
| Name of signatory | Deborah Harris | |
| Role of signatory (e.g. chair, director or owner) | Chair | |