



09 Childcare practice procedures

09.15 Progress check at age two

- The key person is central to the progress check and must be the person completing it.
- The progress check is completed when the child is between 26 and 36 months old. The child should be attending the setting for at least 1 term before the check is completed. It is not always possible to complete the progress check as a child has not completed a whole term prior to becoming 36 months old. If this is the case we still have a meeting with parents after the child has been with us for one term and discuss progress and development.
- 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 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.
- 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 practitioners 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
 - describe actions the provider intends to take to address any developmental concerns (working with other professionals as appropriate)