



EYFS Two Year Progress Check Policy



1	Summary	EYFS Two Year Progress Check Policy			
2	Responsible person	Margaret Dennis			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight, Margaret Dennis and Governors			
6	Who has been consulted and recommended policy for approval	Senior Leaders			
7	Approved by and date	September 2024			
8	Version number	4			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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1. Introduction

- 1.1. The Early Years Foundation Stage (EYFS) requires that parent/carers must be supplied with a short written summary of their child's development in the three prime learning and development areas of EYFS: Personal, Social and Emotional Development; Physical Development; and Communication and Language; when the child is aged between 24 – 36 months.

2. Aim of the policy

- 2.1. To explain how the nursery completes and shares the Two Year Check with parents/carers and how they develop the next steps.

3. Implementation of the policy

- 3.1. Review a child's development in the three prime areas of the EYFS.
- 3.2. Ensure that parents have a clear picture of their child's development;.
- 3.3. Enable practitioners to understand the child's needs and plan activities to meet them in the setting.
- 3.4. Enable parents to understand the child's needs and, with support from practitioners enhance development at home.
- 3.5. Note areas where a child is progressing well and identify any areas where progress is less than expected.
- 3.6. Describe actions we as a provider intend to take to address any developmental concerns (including working with other professionals where appropriate).

Processes

- 3.7. We inform parents of the need to complete the two year old check on the visits.
- 3.8. Information is gathered about the child at the time of registration through our registration form and all about me forms.
- 3.9. Each child is assigned a key person whose role is to become familiar with their key children and their families.
- 3.10. Each child has their own learning journal on Tapestry in which observations and assessments are kept. Parents are able to view these at any time they wish and add comments. Parents are encouraged to add their own photographs, videos and experiences that could contribute to their child's development.



- 3.11. Regular two way information is exchanged with parents on regular intervals acknowledging that parents know their child best.
- 3.12. Information is shared with other professionals as necessary.
- 3.13. We will complete the check when the child is between the age of two years 6 months and two years 11 months if the child is settled, in good health, has regular attendance and in agreement with parents. It will be completed by the child's 35th month.
- 3.14. The progress check should be completed by the person/setting where the child spends the majority of their time. This is agreed between parents and professionals beforehand.

Completing the progress check

- 3.15. The key person is allowed time to complete the assessment process and form
- 3.16. The key person will review and reflect upon the child, have informal discussions with parents taking their views into account, discuss any concerns with a senior member of staff and complete the form
- 3.17. Parents are invited to a meeting to discuss the information on the form or contacted by phone and the progress check is shared and next steps discussed.
- 3.18. A copy is given to parents for their records and they are encouraged to share this with other relevant professionals e.g. health visitor.