



Registered Charity No. 1022409

## **8 Early Years practice policy and procedures**

### **8.14 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 30 months old. The child should be attending the preschool for at least 1 term before the check is completed.
- 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 preschool 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 preschool manager.
- If concerns arise about a child's welfare, they must be addressed through Chapter 1 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)

This policy was adopted on

6<sup>th</sup> September 2025

Date to be reviewed

6<sup>th</sup> September 2026

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Signed by committee chairperson

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Signed by preschool manager

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