09 Early years practice procedures

**09.15 Progress check at age two**

* The report facility on Tapestry is used to create the report, using the ‘EYFS 2021 two year check’ template.
* The key person is central to the progress check and must be the person completing it.
* The setting Manager reviews all reports before they are published for parents
* Settings should take guidance from their local authority as to when the progress check at age two is completed; if no such guidance is provided, the progress check is completed when the child is between 26 and 30 months old if possible. The child should be attending the setting for at least ½ a term before the check is completed and it must be completed within their first term with us.
* The report is shared with the parents when complete and the key person is available to discuss with the parents.
* A meeting can be arranged should the parent want this.
* The setting must seek to engage both parents and make allowance for parents who do not live with their child to be involved.
* Where families are in receipt of the two year funding for disadvantaged families they will be invited to an integrated review meeting with the local representation from the Essex Child and Family Well Being service(ECFWS). This meeting will be held at the setting and will be organised by the ECFWS. The setting agrees to having their two year progress check report completed prior to the meeting. The key person should complete form 09.15a Integrated Review Record of Meeting.

**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).
* Next Steps are shared with parents to show where the setting feel the child should progress to next