09   Early years practice procedures

09.15 Progress check at age two

- A template for completing the two-year-old progress check is provided as 09.15aProgress check at age two template.

- The key person is central to the progress check and must be the person completing it.

- 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. The child should be attending the setting 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 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)