



**VENN BOULEVARD NURSERY**

# 2 YEAR PROGRESS CHECK EYFS POLICY

<b>Reviewed By</b>	<b>Approved By</b>	<b>Date of Approval</b>	<b>Version Approved</b>
Claire Goodaire	Venn Academy	Sept 2021	1.1
Gill Brigham	Venn Academy	Sept 2023	1.2

## **Policy Statement**

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

### **The Aim of the Progress Check is to:**

- Review a child's development in the three prime areas of the EYFS.
- Ensure that parents/carers have a clear picture of their child's development.
- Enable parents/carers 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 we as a provider intend to take to address any developmental concerns (including working with other professionals where appropriate).

### **Processes**

- We inform parents/carers of this policy and the need to complete the 2-year old assessment.
- Information is gathered about the child at the time of registration through our registration form and all about me forms.
- Parents/carers are asked to notify their Keyworker when they receive a letter stating the date for their child's 2-year check. The Keyworker will write a short summary which can be submitted as part of this assessment. The parent/carer will need to give permission to the setting to share this information to the Health professionals.
- Each child has their own learning journal on Tapestry in which observations and assessments are kept. Parents/carers can view these at any time they wish and add their own comments. Parents/carers are encouraged to add their own photographs, videos and experiences that could contribute to their child's development.
- Regular two-way information is exchanged with parents/carers on a daily basis and at regular intervals acknowledging that parents/carers know their child best.

- Information is shared with other professionals as necessary.
- We will complete the check when the child is between the age of two years 6 months and two years 9 months if the child is settled, in good health and has regular attendance. It will be completed by the child's 35<sup>th</sup> month.
- The progress check should be completed by the person/setting where the child spends the majority of their time. This is agreed between parents/professionals beforehand.

### **Completing the Progress Check**

- The Keyworker is allowed time to complete the assessment process and form.
- The Keyworker will review and reflect upon the child, have informal discussions with parents/carers, taking their views into account, discuss any concerns with a senior member of staff and complete the form.
- Parents/carers are invited to a meeting to discuss the information on the form.
- A copy is given to parents/carers for their records and they are encouraged to share this with other relevant professionals, for example, a health visitor.
- The form is filed in the child's individual development record.
- Next steps will be planned for within our everyday curriculum.

Written by: Venn Academy Trust

Reviewed: September 2023