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Registered Charity No. 1054083

9.13 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. We aim to do this within the first 3 weeks but it will be completed within 6 weeks unless there are exceptional circumstances.
- Progress checks are shared online with the parents and we welcome their comments.
- Our online learning journals are accessible to all parents, making allowances 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 **6.00 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)