08 Early years practice procedures

**08.9 Progress check at age two**

* The key person is central to the progress check and is the person who completes it.
* We follow guidance from our local authority, KCC, as to when and how the progress check at age two is completed.

**Completing the progress check at age two**

* On-going observational assessment informs the progress check and must be referred to.
* 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 Safeguarding 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
* 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)
* Parents are invited to discuss their child’s progress at a mutually convenient time and are encouraged to contribute to the check.