



Two Year Old Assessment Policy

The Early Years Foundation Stage (EYFS) requires that parents and 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 aims of the progress check are to:

- review a child's development in the three prime areas of the EYFS;
- ensure that parents have a clear picture of their child's development;
- enable practitioners to understand the child's needs and plan activities to meet them in the setting;
- enable parents 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; and
- 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 of this policy and the need to complete the two year old assessment
- Information is gathered about the child at the time of registration through our registration form and getting to know your child forms
- Permission to complete the two year old assessment is gained by the parents. This includes sharing information with other professionals as necessary
- Each child is assigned a key person whose role is to become familiar with their key children and their families
- Each child has their own developmental file in which observations are assessments are kept. Parents are able to view these at any time they wish

- Regular two way information is exchanged with parents on a daily basis and at regular intervals acknowledging that parents know their child best
- Information is shared with other professionals as necessary
- We will complete the check when the child reaches the age of 2 years and 6 months if the child is settled, in good health, has regular attendance and in agreement with the parents. It will be completed by the child's 36th 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 and professionals beforehand

Completing the progress check

- The key person is allowed time to complete the assessment process and form
- The key person will review and reflect upon the child, have an informal discussion with parents taking their views into account, discuss any concerns with a senior member of staff and complete the form
- We use a Two Year Old Assessment Form
- Parents are invited to a meeting to discuss the information on the form
- A copy is given to parents for their records and they are encouraged to share this with other relevant professionals e.g. health visitor
- The form is filed in the child's individual developmental record
- Next steps will be planned for within our everyday curriculum

This policy was adopted on	Signed on behalf of the nursery	Date for review
October 2016	Cheryl Adams	September 2017