

PRE-SCHOOL AT ST SAVIOURS

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 24-27 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).
- To provide information for the Health Visitor at the 27 month check.

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 all about me forms.
- Permission to complete the two year old assessment is gained from 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 and 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 between 24-26 months.
- 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, complete the form.
- Parents can arrange a meeting or discuss the form if they wish to.
- The report is placed in the child's Red Book by the child's Key Person and the parents are encouraged to share this with other relevant professionals e.g. health visitor. The page 'Two Year Old Review' is to be completed in the Red Book by the child's Key Person. The copy page is to be removed and kept as a record in the child's Learning Journey. The report is folded and stapled to the page. If the parent has not been contacted by their Health Visitor regarding the Check, then we encourage them to contact their Health Visitor to book a meeting.
- The form is filed in the child's individual developmental record.
- Next steps will be planned for within our everyday curriculum.

Signed on behalf of the Partnership

November 2019

Jeanette Samuel -
Partner