

Progress Check at Age Two Policy

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Our Values

At Young Friends, we treat each child as an individual with their own path — not a data point on a graph. Our two-year progress checks are carried out in close partnership with families, through calm observation and professional reflection, not formal testing.

- **Sustainability** – We document only what matters and avoid excessive paperwork
- **Respect** – The check is about the child, not the adult or the system
- **Authenticity** – Reviews are honest, human and grounded in daily experience
- **Supportive Leadership** – Staff are trained to notice, reflect and discuss with care
- **Community** – We work together with parents and families to support every child's potential

Policy Statement

This policy outlines how we meet the statutory requirement to review each child's progress in the **prime areas of the EYFS** between the ages of **24 and 36 months**. At Young Friends, this is a collaborative, thoughtful process that avoids deficit-based language and celebrates the child's whole self.

Purpose of the Progress Check is:

- To **summarise** a child's development in **Personal, Social and Emotional Development, Communication and Language, and Physical Development**
- To **share strengths**, emerging needs, and areas where extra support may be helpful
- To support early identification of **SEND**
- To build **stronger relationships with families** and align support at home and nursery

Our Approach We:

- **Observe** the child naturally across several weeks — not via checklist
- **Involve key persons** who know the child well
- Use **real-life examples** from play, routines, and interactions
- Create a written summary in **clear, human language** (not jargon)
- Discuss the summary **in person** with families
- Listen deeply to family views and concerns
- Share next steps together — gently and respectfully

Timing and Process

- Completed between **24 and 36 months** of age
- Usually led by the **child's key person**, with input from others as needed

Includes:

- Descriptive summary of development in each prime area
Commentary on strengths and interests
- Any emerging concerns or additional needs
- Next steps for nursery and family support
- Shared with families via **Famly** and/or face-to-face
- Signed by parent and practitioner once agreed

Working with Other Professionals

- If the child is already receiving outside support, we liaise with other professionals
- If concerns arise during the check, we **discuss with the SENCO and DSL**
- Families are supported with clear pathways to help (e.g. speech therapy, health visiting)
- We respect families' pace and choices, offering non-judgemental support

SEND and Inclusion

Children with SEND are included in all aspects of the check, with:

- Focus on what they **can** do
- Respect for their communication style and learning pathway
- Involvement of relevant specialists where appropriate
- Clear action planning without labelling or pressure

Communication with Families

We believe families are the child's **first and foremost educator**. We:

- Invite their insight and feedback at every stage
- Respect cultural and language differences in expression or milestones
- Celebrate each child's uniqueness
- Ensure no family feels blamed, excluded or confused

Storage and GDPR

- Progress Checks are stored securely on our encrypted Family platform
- Parents have full access to view and discuss
- Any onward sharing (e.g. with Health Visitor) is done **with consent**
- All records are handled in accordance with our **GDPR and Confidentiality Policy**

Linked Policies

- Learning and Development
- Partnership with Families
- SEND Policy
- Key Person Policy
- Supervision and Appraisal

Authorisation

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