ASSESSMENTS AND TWO-YEAR PROGRESS CHECKS

Policy statement

At Puffin's we ensure we gather adequate information in relation to each child's development. This is collected through developmental tracking, two-year progress checks and end of year summaries. It is the key persons' responsibility to complete these checks precisely reflecting on the development of each individual child.

Developmental Tracking

A developmental tracker is used to record where a child is developmentally, using the birth to five matters as a supporting document (2021). It is completed by highlighting the development of a child under each area of learning within the different age ranges. The key aim of a tracker is to support the co-hort tracking of children within the setting each term. This will quickly identify any children that are not achieving within their age range, allowing us to put an action plan in place to provide extra support within these areas.

A 'baseline assessment' must be completed on each child within one month of them starting within the setting. It is important that the key person spends as much time as possible with every new starter to collate as much information as possible. Tracking is then completed on a termly basis (December, April and August). Different colours are used for each term. The manager then reviews this information through the co-hort to feed back to the team. Each key person must then use the co-hort information to implement activities to bridge any gaps in development. It is important the whole staff team are aware of any children under-achieving.

End of Year Summary

Once per year (August) each key person will complete an end of year summary on each of their key children. The aim of these summaries is to analyse a child's development under each area of learning, both prime and specific. Staff are also able to reflect and summarise the main areas of Characteristics of Effective Learning (CoEL) in which a child is learning. These summaries provide formative information and next steps that will encourage parents/carers to support their child's learning and development outside of the setting. Once this has been completed, a copy will be given to parents/carers. Each individual key person **MUST** ensure this is signed and placed back into the child's assessment folder.

Two-Year Progress Checks

It is a legal requirement that all two-year-olds have a two-year progress check completed by the age of two-years and three-months. This document can be used to support a child's twenty-seven-month health check completed by a health visitor. At Puffin's we use the two-year progress check provided by Surrey CC and will complete this within a month of the child starting. If a child has started the setting between the ages of two-three years, the key person will complete a two-year progress check within one month of them joining, even if they have already had their twenty-seven-month health check. Once this has been completed, a copy can be given to parents/carers. Each individual key person **MUST** ensure this is signed and placed back into the child's learning journey.

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Other Forms of Assessments

On completing the above assessments, if we feel that there is concern over any areas of a child's development, we will seek advice either from the nursery SENCO, nursery manager or from our Early Years Advisor in Surrey CC on the next steps to take. Often, this will be a different form of assessment that is focused on a certain area. On occasion, we may need to seek the parents' permission to carry out such assessments.

Parent Partnership

All completed assessments will be shared with the child's parents to ensure open and honest communication. We encourage parents to inform the Puffins team of any areas they feel their child requires extra support with or areas they would like us to focus on. The Puffins team will also inform parents of the outcome of all assessments made on their child and any ideas for supporting their child at home.

This policy was reviewed on: ……………………………………………………………………….

Signed by: ……………………………………………………………………………………………

Print: ………………………………………………………………………………………………..