



Two-Year Progress Check Policy

Policy Statement

In accordance with the Early Years Foundation Stage (EYFS) Statutory Framework, Toddington Childcare and Forest School is required to provide parents and carers with a written summary of their child's learning and development between the ages of 24 and 35 months. This assessment, known as the Two-Year Progress Check, reviews a child's progress in the three Prime Areas of Learning and Development:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

The progress check enables Early Years Educators and parents to work together to support children's learning, development and wellbeing and to identify any additional support and early interventions that may be beneficial to support a child's best outcomes.

Aims

The Two-Year Progress Check aims to:

- Review each child's progress and development within the three Prime Areas of Learning and Development.
- Provide parents and carers with a clear overview of their child's strengths and achievements.
- Identify any areas where a child's progress may be less than expected for their age.
- Enable practitioners to understand and respond to each child's individual learning and developmental needs.
- Support parents and carers in promoting their child's learning and development at home.
- Identify any additional support and early interventions that may be required and, where appropriate, work in partnership with other professionals and agencies.
- Ensure early identification of any emerging Special Educational Needs and/or Disabilities (SEND).

Gathering Information

Toddington Childcare and Forest School will:

- Inform parents and carers about the Two-Year Progress Check and this policy.
- Gather information about each child through the registration process, a Home Visit to establish starting points, a settling-in period, discussions with parents/carers, and ongoing observations.
- Obtain parental consent to share information with relevant professionals where necessary and in accordance with our Confidentiality and Data Protection and Privacy Policies.
- Assign each child a Key Person who will build a positive and trusting relationship with their key child and their family, as well as plan and support their individual learning and development and next steps to support best outcomes.
- Maintain records of children's learning and development using our online learning platform, Parenta.
- Record regular observations and assessments through Parenta, including monthly observations and termly summary photo boards or special event updates where appropriate.
- Encourage ongoing two-way communication with parents and carers.
- Work in partnership with other professionals when appropriate and with parental consent.

Completing the Progress Check

- Each child's Key Person will be responsible for completing the statutory Two-Year Progress Check.
- The assessment will be based on observations, assessments, professional knowledge of the child and discussions with parents and carers.
- The Key Person will discuss any concerns regarding a child's development with the Setting Manager and/or Special Educational Needs Coordinator (SENDCo) before completing the report.
- Toddington Childcare and Forest School will use an appropriate assessment format that reflects current EYFS requirements and local authority guidance where applicable.
- The progress check will normally be completed when a child is between 24 and 35 months of age, taking into account factors such as attendance, wellbeing and settling-in.
- Where a child attends more than one early years setting, parents and providers will work together to determine which setting is best placed to complete the progress check, usually the setting where the child spends the majority of their time.

Sharing the Progress Check

- The completed progress check will be shared and discussed with parents and carers.
- Parents and carers will receive a copy of the completed report for their own records.
- Parents may choose to share the report with other professionals involved in their child's care and development.
- Where concerns are identified, appropriate next steps and support strategies will be agreed in partnership with parents and, where appropriate, other professionals.

Planning for Children's Development

- Information gained through the progress check will be used to inform future planning and provision.
- Individual next steps will be incorporated into the child's learning experiences and opportunities within our setting.
- Additional support and targeted interventions will be implemented where necessary to help children make continued progress.

Confidentiality and Data Protection

All information gathered as part of the Two-Year Progress Check will be treated confidentially and stored securely in accordance with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, and the setting's Data Protection and Privacy, and Confidentiality Policies.

Monitoring and Review

This policy will be reviewed regularly to ensure continued compliance with current legislation, EYFS requirements, and best practice guidance.

Signed on behalf of Toddington Childcare and Forest School May 2026

Sarah Malcolm

Chair of Toddington Childcare Management Committee