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| **Buttercups Day Nursery**  **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 all about me 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 X 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 35th 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, complete the 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

Internal use only

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date disseminated to staff** | **Date for review** |
| April 2013 |  | June 2013 | April 2014 |