

Early Education and Childcare

Frequently Asked Questions - Progress Check at Age Two

When do you complete the progress check?

The Progress Check **must** be completed when a child is aged between 2 and 3 (24 and 36 months). Providers will need to consider when the best time to complete the review for the children in their setting is and whether or not, it will be possible to do this in time for the Healthy Child Programme health and development review. It should be completed in time to inform the Healthy Child Programme health and development review at age 2, wherever possible.

What is the Healthy Child Programme health and development review and when does this happen?

This is undertaken by health visitors after the child's 2nd birthday. The aim is to gather information on a child's health and development in order to identify any developmental delay and particular support from which the child/family might benefit.

Will settings be told when the health visitor is conducting their health and development review?

No, settings will not be automatically notified. They should ask parents to let them know when their child is due to have this review.

Do settings have to send the Progress Check to the health visitor?

No, it is for the parent to share this with the health visitor.

If the child has already had their review with the health visitor, then do settings still have to complete a Progress Check?

Yes, the Early years foundation stage (EYFS) statutory requirement is for settings to write a summary of learning and development and share the Progress Check with the parent. If you have significant concerns about the child's development at the time of the Progress Check, then settings should suggest to the parent that they contact their health visitor again to share this information.

When is the cut-off date for the Progress Check to be completed by settings?

The Progress Check **must** be completed by the time the child is 36 months old.

Does that mean that a child who hasn't been to any pre-school provision or childminder will miss out on the two-year Progress Check?

Yes, the main purpose of the Progress Check is to inform parents. However, the progress of the child should be under review throughout the early years and if their progress in any prime area gives the setting cause for concern then it **must** be discussed with parents to find out how best to support the child.

Frequently Asked Questions - continued

How many weeks/months should you know a child for before completing the Progress Check?

Settings should consider what is a reasonable settling-in period for the child before completing the Progress Check. This is likely to be dependent on patterns of attendance but 4 weeks may be seen as a reasonable time-frame. Remember that the views of the parents and the child should contribute to the Progress Check, so induction meetings and registration paperwork will help gather information to inform the check. **In some cases, a child may start close to their 3rd birthday and you would need to complete the Progress Check before they turn three to meet the statutory requirement.**

If a childminder or another setting has already carried out a 2 year check, does a pre-school also have to complete one when a child starts with them?

No, if the parents have already received a Progress Check from another provider, then you do not need to complete the statutory check. It would be helpful if parents can share the information from the Progress Check with you. You should continue to keep the progress of the child under review as you would for any other child in your setting throughout the early years and, if their progress in any prime area gives you cause for concern, then you must discuss with parents how best to support the child.

If settings take children from 2yrs 6mths or 2yrs 9mths, do they still complete the Progress Check?

Yes, if the parents have not received a written Progress Check from another provider, then you must complete the Progress Check for any child that joins the setting before the age of 3.

What happens if a child does not enter a pre-school until their funded place becomes available at 3+?

If a child enters the setting after the age of 3 years, then you do not need to complete the Progress Health Check.

When a child attends two pre-schools or a pre-school and a childminder who is responsible for completing the Progress Check?

The Progress Check should be completed by the setting where the child spends the most time. It would be good practice to liaise with the other setting in completing the check with permission from the parents/carers.

If a child only attends for one morning a week, do settings still have to do the Progress Check?

Yes, you **must** complete a Progress Check for any child between the ages of 2 and 3 unless they are attending another setting for a longer period; in which case, it is the other setting that will need to complete the Progress Check.

Is there a special form that needs to be completed for the Progress Check at age 2?

No, settings can decide on their own format but, as a minimum, it **must** include a short written summary of the child's development in the prime areas and **must** identify the child's strengths and any areas where the child's progress is less than expected (Statutory Framework for the EYFS Sections 2.3-2.5).

Frequently Asked Questions - continued

Should the Progress Check be a management/supervisory responsibility?

Monitoring that Progress Checks are completed is a management responsibility but the form should be completed by the person in the setting who knows the child best and this should be the child's key person.

What should settings do with the Progress Check; should it be kept in the child's file or does it need to be sent anywhere else?

Settings should give a copy to the parents/carers and ask the parents to share the Progress Check with their Health Visitor at the Healthy Child Review. They should also keep a copy for their own records. Information should not be shared with anyone else, including other settings, without written consent from the parents.

How can we be sure that the Progress Check will be passed on to the Health Visitors?

It is ultimately the parents' choice to share this information with their Health Visitor. All that you can do is encourage them to do so. At the Healthy Child Review meeting the Health Visitor gives the parents a Summary of 2 Year Ages and Stages Questionnaire which should be shared with the child's key person at the setting. Ask parents if they are happy to share this with you.