

Completing the Progress Check at Age Two

At enrolment:

- Make parent and/or carer aware that the progress check at age two will happen
- Ask for child's [24 Month Health Review ASQ3](#) or,
- Agree for parents to notify setting when their 24 Month Health Review is due. (The progress check at age two can be completed prior to the Health Review and shared with Health Visitor).

Key person agrees date and time to meet with parent and/or carer.

Review and reflect upon the child through:

- Ongoing assessment and observation
- Key person knowledge of the child
- Views gathered from parents and/or carers from informal discussions
- Child's voice
- Views of other practitioners and [professionals](#)

Discuss progress check at age two with lead /manager and with SENCO where concerns regarding development have been identified.

Key person drafts some comments and makes initial assessment judgements based on ongoing observations, assessment and parental and/or carer contributions. Where there is an emerging need it may be beneficial to use the [STEPS approach](#) to support developmental judgements.

Moderated by manager/ lead and SENCO where necessary.

Meet with parents, discuss child's development and agree next steps, actions and experiences that will support learning in the [setting](#) and in the [home](#).

Finalise report. Parent and/or carer to sign and consent to share and implement next steps.

Provide parents and/or carers with a copy of the report and place a copy in the child's ongoing learning and development record.

Action intentions raised in the progress check at age two report to meet the needs of the child.

Consider what support may be needed from the SENCO, Area SENCO and outside professionals. Gain parental consent to share information.