FAQ Progress Check at Age Two

When do you complete the progress check?

The Progress Check should be completed when a child is aged between 2 and 3 (i.e. 24 and 36 months).

It should be completed in time to inform the Healthy Child Programme health and development review at age 2, wherever possible.

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.

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

This is undertaken by health visitors soon 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 statutory requirement is for settings to 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 2 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.

**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.

**Do childminders have to complete the Progress Check?**

Yes, childminders do have to complete the Progress Check; unless the child is in a setting for a greater proportion of the day than they are with the childminder, in which case, the setting would complete the Progress Check.

**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 settings 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 2 ½, 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.

**Our school now takes children the term in which they are 3 (rising 3s). Will we need to complete a 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 your 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, then settings do not need to complete the Progress 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).

KCC formats (available from the KELSI web-site) could be used as this will help you to meet the EYFS requirement and capture clearly whether a child is making progress in line with the typical range of development for their age. It will also capture information about any additional support that is being offered or planned for the child.

Will settings need to test children at age 2?

No, the Progress Check should not involve any sort of testing. It should be purely informed by the on-going observations carried out as part of everyday practice.

What should settings do with the 2 year 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 keep a copy for their own records. Information should not be shared with anyone else, including other settings, without written consent from the parents.
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.

Would it be advisable to ask on registration forms if health visitor reviews have been completed?

Yes, this would be helpful information to ask parents when a child is admitted. This is also an opportunity to share information about the Progress Check and how the parent should share this with their health visitor.

Would it be advisable to ask on registration forms if another provider has already completed the progress check?

Yes, this would be helpful information to ask parents when a child is admitted. This is also an opportunity to ask them to share information from a check undertaken by another setting. If parents have not received a Progress Check from another provider, give information about the setting's own Progress Check procedure.

Will there be moderation of the Progress Check?

There is no statutory requirement for moderation of the Progress Check.

Will there be funding to carry out the Progress Check?

Not specifically—although some two year olds will be in receipt of a funded place.

When children have a Free-for-2 place, do settings still have to do the Progress Check?

Yes, the Progress Check is a statutory requirement for all children aged between 2 and 3. It may be particularly significant for children who are eligible for Free-for-Two funding as the funding is aimed at helping settings provide high quality early education, early identification of needs and effective interventions to address these needs.

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 settings can do is encourage them to do so.

Will schools be given documentation regarding the Progress Check?

No, the information belongs to the parent but schools may wish to ask parents if the child has had a Progress Check and if any concerns were identified at
the time. Settings are asked to share information with schools at the point of transition and this will contain more recent information about the child’s development and any additional needs that have been identified (see KELSI web-site for an updated suggested format). This position may change as government policy encourages more schools to admit two year olds.

The foot-note on each page of Development Matters says these should not be used as a check list. How does this work for the 2 year old Progress Check?

The foot-note relates to individual statements within the Unique Child columns. Page 3 of Development Matters clarifies in relation to summative assessments that it might be used “as a guide to making best-fit judgements as to whether a child is showing typical development for their age, may be at risk of delay or ahead for their age”.

How can I use Development Matters to decide whether a child is showing typical development for their age at the 2 year Progress Check?

When you complete the Progress Check, you should note the child’s actual age in months:

- If the best-fit description for their development is described by the Unique Child statements in an age band that includes their current age then their development could be described as typical for their age.
- If the best-fit description for their development is described by the Unique Child statements in an age band that is younger than their current age then they may be at risk of delay and you will need to consider what more you can do to support the child and whether you should seek advice and support from other professionals.
- If the best-fit description for their development is described by the Unique Child statements in an age band that is older than their current age then they may be ahead for their age and you will need to consider how you can differentiate your provision to meet their level of ability.