

# Progress Summaries and Sharing Practice

## Building a picture over time

A *Progress Summary* is an overview of a child's development, which is undertaken at regular intervals to ensure they are making progress. It is a short written summary which is completed by the child's key person and is shared with the child's parents/carers.

Progress Summaries enable you to summarise children's development which has been recorded in their Learning Journeys and helps you to track their progress. Summarising your on-going observational assessments and reflecting on the child's interests will help to clarify whether progress is being made (This is known as summative assessment).

The *Progress Summary* gives practitioners the opportunity to record the child's interests, how the child learns as well as the child's development in the prime and specific areas.

You will need to make sure the child continues to make progress and that you are providing an enabling environment. To do this, your observations for each child should be summarised regularly, within a timescale to meet the needs of the child and your setting. In Leicestershire we recommend this is done approximately every 6 months starting after the EAR (see Card 3). For some children you may wish to do this more frequently – e.g. for the most vulnerable and youngest children in your care. At times of transition within or between settings it is considered good practice to pass on an up-to-date *Progress Summary*.

There are 3 Progress Summary proformas:

- Birth to 36 months - also proforma for the EYFS progress check at age two
- 36 months +
- Transition to school

The Birth to 36 months Progress Summary should also be used for the *EYFS progress check at age two*. The progress check at age 2 is completed by the child's key person, when a child is aged between 2 and 3 years in conjunction with the child's parents/carers. The progress check informs the Integrated Health Review for further information please view [www.leics.gov.uk/eyintegrated](http://www.leics.gov.uk/eyintegrated).

Progress Summaries should also be used to support transition within settings, across settings, into school and to share progress with parents/carers and other professionals.

When parents/carers and practitioners work together this has a positive impact on children's development and learning. You will already have on-going informal contact with parents. The Progress Summaries are a more formal way of sharing progress with parents/carers and other professional partners as necessary (with parental permission).

## Progress Summaries - Blank

(Individual Progress Tracker to be attached when used for Progress Check at Age 2)  
PROGRESS SUMMARY (Birth to 36 months)  
or EYFS Progress Check at Age Two (Circle as appropriate)

Name:	Assessment Date:
Date of Birth:	Age: ( months)
Contextual Information:	
Interests, preferences, activities & experiences enjoyed:	
<b>Personal, Social &amp; Emotional Development</b> <small>(Making relationships, Self-confidence &amp; self-awareness, Managing feelings &amp; behaviour)</small>	
<b>Communication and Language</b> <small>(Listening &amp; attention, Understanding, Speaking)</small>	
<b>Physical Development</b> <small>(Moving &amp; handling, Health &amp; self-care)</small>	

Birth to 36 months

Share the Individual Progress Tracker with parents/carers  
PROGRESS SUMMARY (36 months +)

Name:	Assessment Date:
Date of Birth:	Age: ( months)
Contextual Information:	
<b>Characteristics of Effective Learning</b> <small>Playing and Exploring (finding out, playing with what they know, being willing to have a go)</small>	
<small>Active learning (concentrating, keeping trying, enjoying what they set out to do)</small>	
<small>Creating &amp; Thinking Critically (having their own ideas, making links &amp; choosing their ways to do things)</small>	
<b>Personal, Social &amp; Emotional Development</b> <small>(Making relationships, Self-confidence &amp; self-awareness, Managing feelings &amp; behaviour)</small>	
<b>Communication and Language</b> <small>(Listening &amp; attention, Understanding, Speaking)</small>	
<b>Physical Development</b> <small>(Moving &amp; handling, Health &amp; self-care)</small>	

36 months +

PROGRESS SUMMARY (Transition to School)

Name:	Assessment Date:	Photo
Date of Birth:	Age: ( months)	
Contextual Information:		
<b>Characteristics of Effective Learning</b> <small>Playing and Exploring (finding out, playing with what they know, being willing to have a go)</small>		
<small>Active learning (concentrating, keeping trying, enjoying what they set out to do)</small>		
<small>Creating &amp; Thinking Critically (having their own ideas, making links &amp; choosing their ways to do things)</small>		
<b>Transition Advice:</b> From our knowledge of the child we strongly advise that...		
Child's Voice:	Parents'/Carers' Comment:	

Transition to school

- An Early Assessment Review should be completed within the first 6 weeks of the child entering the setting and recorded on the *Individual Progress Tracker* (see Card 3)
- At regular intervals summarise the child's learning and development in the Learning Journey by completing the appropriate Progress Summary and recording the stage of development on the *Individual Progress Tracker*.
- The Progress Summary will enable practitioners to understand the child's needs and to plan an enabling environment to meet those needs.
- Reflect on the Progress Summaries and the *Individual Progress Tracker* to identify if a child doesn't seem to be making progress. If you are concerned, talk this through with the child's parents/carers and your SENCo/leader/manager to begin to see if there are any patterns. Decide together how you could respond through the environment and types of resources you use to support that child. In some instances it may be helpful to involve other professional partners.
- Time should be made for practitioners to share progress with parents/carers and for parents/carers to contribute to the Progress Summary. The *Individual Progress Tracker* should be shared as appropriate.
  - There are also 3 *Progress Summary Guidance Sheets* containing relevant information to help you complete each type of proforma.

## Progress Summary

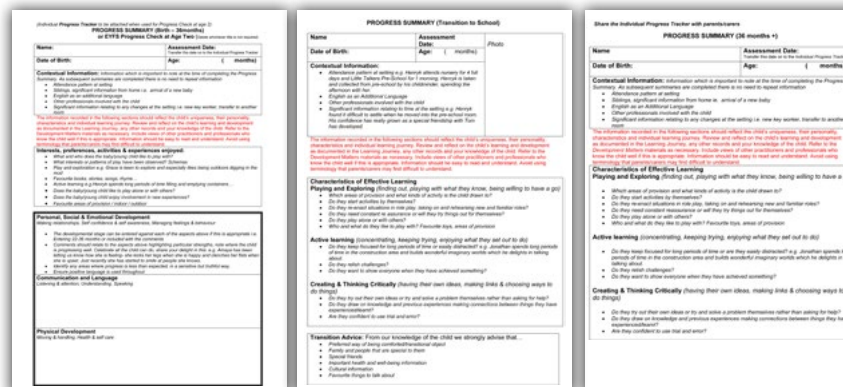
- Refer to the *Progress Summary Guidance Sheets*.
- Parents must be involved in the assessment of their child's learning and development. Practitioners must work together with parents to identify ideas to support learning and development, both in the setting and at home. This should be recorded on the Progress Summary.

## Individual Progress Tracker

- Each child will need **only one** *Individual Progress Tracker* (see card 3) during their time at the setting. This will then show their progress throughout the EYFS.
- As the EYFS phases overlap considerably and a child may stay in a phase for all of their time with you, you will need to note in the learning and development boxes if a child is entering, developing or secure. This will indicate the rate of progress a child is making as they travel through the EYFS.
- The *Individual Progress Tracker* must be attached to the Progress Summary at the *EYFS progress check at age two*.

The Progress Summaries should be used to form a booklet depicting the child's development over time. The *Individual Progress Tracker* should form the front cover of this booklet.

## Progress Summaries - Guidance



The image displays three sample Progress Summary forms, each designed for a specific age group. Each form includes sections for personal information, contextual information, and a detailed assessment of the child's learning and development across various domains. The forms are structured to facilitate a comprehensive review of the child's progress and to provide a basis for planning future learning experiences.

Birth to 36 months

36 months +

Transition to school

### **Progress Summary: Birth to 36 months**

For babies and young children up to 36 months including the *EYFS progress check at age two*.

This Progress Summary focuses on the prime areas of learning.

When the EYFS progress check at age two is completed, the *Individual Progress Tracker* must be attached to the Progress Summary and a copy must be provided for the parent/carer. The parent/carer should be encouraged to share the information from the Progress Check with the Health Visitor/other professional partners as necessary.

### **Progress Summary: 36 months +**

For young children over 36 months.

This *Progress Summary* provides an opportunity to record information about the characteristics of learning, along with the prime and specific areas of learning.

### **Progress Summary: Transition to school**

For children transferring to school.

This provides the opportunity to give specific transition advice for the child.

This is the only summative assessment that needs to be passed on to the school.

#### **Leader and Managers need to ensure that:**

- individual practitioner's judgments of children's learning and development are accurate
- Progress Summaries and Individual Progress Trackers are completed on a regular basis
- Moderation within your setting will ensure accurate judgements

#### **Think about:**

- Has this child made progress?
- What types of experiences/activities really involve this child?
- How are the child's interests being used to support progress?
- Does the planning meet this child's needs?
- Where progress is less than expected, are actions in place to address any developmental concerns (including working with other professional partners if necessary)?
- How are we working alongside parents/carers to support learning and development at home (early home learning)?