

Guidance to Completing Progress Documents.

1. Early Years Foundation Stage Progress Record

- This document is intended for use through the EYFS, however practitioners may find it to be of most use for children aged 0 to pre-school.
- It should be completed on a regular basis for each child, we suggest every 2 months, however for some children it may be appropriate to complete this document more frequently.
- The purpose of this document is to gather information about individual children's progress across all areas of learning and development.
- This document should be completed by the child's key person.
- This information can then be used to plan for next steps. It will also be valuable to share the information gathered with parents / carers and other