



## Guidance to support the completion of the Early Years SEND Individual Progress Tracker

### Purpose of the guidance

The purpose of this guidance is to support you in the completion of the Early Years SEND Individual Progress Tracker. The guidance consists of a step-by-step guide to the completion of the tracker over time and some frequently asked questions. The Early Years SEND Individual Progress Tracker is recommended as a tool to support with accurate judgments on child's level of development and monitoring rate of progress of a child who is assessed as working 'below' or 'significantly below' age related expectation.

### Purpose of the Early Years SEND Individual Progress Tracker

The Early Years SEND Individual Progress Tracker can be used where a child has been identified as working 'below' or working 'significantly below' age related expectations in some or all areas of the Prime Areas of Learning. This document can be a useful follow-on document from the Individual Progress Tracker where the child has emerging needs identified in the shaded areas shown below.

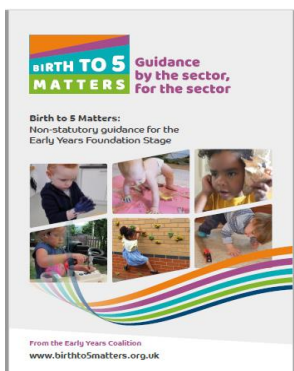
Child's Name:		Areas of Development																		
Child's Date of Birth:		Personal, Social and Emotional Development			Communication and Language		Physical Development		Literacy			Mathematics		Understanding the World		Expressive Arts and Design				
Assessment Period	Level of Development in relation to age related	SR	MS	BR	LAU	S	GMS	FMS	C	WR	W	N	NP	PP	PC	TC	TW	CW	M	BIE
On Entry	Working at or above																			
	Working towards																			
	Working below																			
1st	Working at or above																			
	Working towards																			
	Working below																			
2nd	Working at or above																			
	Working towards																			
	Working below																			
3rd	Working at or above																			
	Working towards																			
	Working below																			
4th	Working at or above																			
	Working towards																			
	Working below																			
5th	Working at or above																			
	Working towards																			
	Working below																			

A red arrow points from the top right towards the 'Working below' cell in the 'Literacy' column (C) for the '2nd' assessment period.

A green arrow points to the 'Working towards' cell in the 'Communication and Language' column (S) for the '5th' assessment period.

The Early Years SEND Individual Progress Tracker can also be used in the first instance if the child's needs are known upon admission. Where the Early Years SEND Individual Progress Tracker is being used with a child, it is likely that they will be placed on the SEND Support Register. For a child already on the SEND Support Register this would be an appropriate tool to use.

The Early Years SEN Individual Progress Tracker refers to the Age Ranges and Areas of Learning from the *Birth to 5 Matters Non-statutory guidance for the Early Years Foundation Stage* (July 2021). This document builds on and links directly to the EYFS Early Learning Goals in the *Development Matters* (July 2021) document. The rationale for using Birth to 5 Matters is that it lends itself to identifying the level of development with regards to the child’s chronological age and the small step progress a child with additional needs can make.



Note, in some cases the organisation of the strands within *Birth to 5 Matters* does not match the Areas of learning and development in the *Development Matters* document used in the Individual Progress Tracker. The differences are small but are evident in Aspects within the Prime Areas of Learning. How they dovetail together is illustrated in the table below. Refer to this table when transferring information from the Individual Progress Tracker to the Early Years SEN Individual Progress Tracker.

EYFS Early Learning Goals		Support in Birth to 5 Matters	
CL	Listening, Attention and Understanding	CL:	Listening and Attention
	Speaking	CL:	Speaking
PSED	Self-Regulation	<b>Characteristics of Effective Learning</b>	
		PSED:	Understanding Emotions
	Managing Self	CL:	Listening and Attention
		<b>Characteristics of Effective Learning</b>	
PD	Building Relationships	PSED:	Understanding Emotions: Sense of Self
	Gross Motor Skills	PD:	Health and Self-care
	Fine Motor Skills	PSED:	Making Relationships
		PD:	Moving and Handling

### How to complete the Early Years SEND Individual Progress Tracker

To begin, complete initial on entry judgements in line with the setting assessment policy/system, this is typically within a six-week period of the child starting at the setting or for children already attending the setting within 6 weeks of the beginning of their return date. These will be based on information from parents and/or carers, practitioner knowledge and outside agency reports if applicable. These judgements are based on the skills, knowledge, understanding and behaviour the child demonstrates consistently and independently. *Birth to 5 Matters* statements should not be used as a tick list but best -fit judgment can be made using the Age Ranges.

Two versions of the Early Years SEND Individual Progress Tracker have been produced, a version in Excel and a version in Word. This gives the option to complete the tracker in e-version or on paper in line with your setting assessment systems and policy. The following instructions are pertinent to both versions unless otherwise stated.

### Step 1

Complete the child details at the top of the form, write the full name of the child, surname in upper case and the date of birth in date form e.g. (21/09/2017).

London Borough of Hounslow

**Early Years SEND Individual Progress Tracker**

Child's name		Khaled WILLIAMS						Child's date of birth		20/09/2018				
Chronological Age of the Child / Assessment Period by colour		0 - 4mths	4 - 8mths	8 - 12mths	12 - 14mths	14 - 16mths	16 - 18mths	18 - 20mths	20 - 22mths	22 - 24mths	24 - 32mths	28 - 32mths	32 - 36mths	36 - 40mths
Prime Areas of Learning		Range 1 0 - 12mths			Range 2 12 - 18mths			Range 3 18 - 24mths			Range 4 24 - 36mths			36
		E	D	S	E	D	S	E	D	S	E	D	S	E
PSED	Making Relationships													
	Sense of Self													
	Understanding Emotions													
	Listening & Attention													

### Step 2

Note the child's chronological age in months and highlight the appropriate box on the top line next to – (**Chronological Age of the Child/Assessment Period by Colour**). Shade the corresponding cell in grey. This shaded cell will show where the child should typically be tracking for their chronological age.

London Borough of Hounslow

**Early Years SEND Individual Progress Tracker**

Child's name		Khaled WILLIAMS						Child's date of birth		20/09/2018				
Chronological Age of the Child / Assessment Period by colour		0 - 4mths	4 - 8mths	8 - 12mths	12 - 14mths	14 - 16mths	16 - 18mths	18 - 20mths	20 - 22mths	22 - 24mths	24 - 32mths	28 - 32mths	32 - 36mths	36 - 40mths
Prime Areas of Learning		Range 1 0 - 12mths			Range 2 12 - 18mths			Range 3 18 - 24mths			Range 4 24 - 36mths			36
		E	D	S	E	D	S	E	D	S	E	D	S	E
PSED	Making Relationships													
	Sense of Self													
	Understanding Emotions													
	Listening & Attention													
C&L	Understanding													

### Step 3

Go down to the Key below and complete the date of the 'On entry' assessment period and add in the child's chronological age in months.

London Borough of Hounslow														
Early Years SEND Individual Progress Tracker														
Child's name							Khaled WILLIAMS							
Child's date of birth							20/09/2018							
Chronological Age of the Child / Assessment Period by colour		0 - 4mths	4 - 8mths	8 - 12mths	12 - 14mths	14 - 16mths	16 - 18mths	18 - 20mths	20 - 22mths	22 - 24mths	24 - 32mths	28 - 32mths	32 - 36mths	36 - 40mths
Prime Areas of Learning		Range 1 0-12mths			Range 2 12-18mths			Range 3 18-24mths			Range 4 24-36mths			36
		E	D	S	E	D	S	E	D	S	E	D	S	E
PSED	Making Relationships													
	Sense of Self													
C&L	Understanding Emotions													
	Listening & Attention													
PD	Understanding													
	Speaking													
PD	Moving and Handling													
	Health & Self-care													
Assessment Period		Date		Age in months		Comments / Additional Notes								
On entry		30/09/2021		36 months										
1st assessment period														
2nd assessment period														
3rd assessment period														
4th assessment period														
5th assessment period														

### Step 4

For each of the 8 Aspects for the Prime Areas of Learning shade the cell grey under the corresponding Range, noting whether the child is Emerging, Developing or Secure within that Range.

London Borough of Hounslow														
Early Years SEND Individual Progress Tracker														
Child's name							Khaled WILLIAMS							
Child's date of birth							20/09/2018							
Chronological Age of the Child / Assessment Period by colour		0 - 4mths	4 - 8mths	8 - 12mths	12 - 14mths	14 - 16mths	16 - 18mths	18 - 20mths	20 - 22mths	22 - 24mths	24 - 32mths	28 - 32mths	32 - 36mths	36 - 40mths
Prime Areas of Learning		Range 1 0-12mths			Range 2 12-18mths			Range 3 18-24mths			Range 4 24-36mths			36
		E	D	S	E	D	S	E	D	S	E	D	S	E
PSED	Making Relationships													
	Sense of Self													
C&L	Understanding Emotions													
	Listening & Attention													
PD	Understanding													
	Speaking													
PD	Moving and Handling													
	Health & Self-care													
Assessment Period		Date		Age in months		Comments / Additional Notes								
On entry		30/09/2021		36 months										
1st assessment period														
2nd assessment period														
3rd assessment period														
4th assessment period														
5th assessment period														

## Step 5 (Completing the Early Years SEND Individual Tracker in Excel)

Then repeat this sequence for all subsequent assessments through the year in-line with your setting assessment system / Policy. For each subsequent assessment remember to shade the child's chronological age in the top row of the table and use the corresponding colour for the assessment period by choosing the next colour in the key. Complete the key with the date of the child's chronological age and date of the assessment.

In the case where the child has not made progress since the last assessment period, change the colour of the box to the colour of the current assessment period. For each assessment period, regardless of progress, there will be the current assessment colour for each of the *Birth to 5 Matters* eight Aspects within the 3 Prime areas of learning. This will be an alert indicating lack of progress and the reasons for this will need to be explored and noted in the Comments box next to the relevant assessment period.

London Borough of Hounslow

**Early Years SEND Individual Progress Tracker**

Child's name		Khaled WILLIAMS										Child's date of birth		20/09/2018			
Chronological Age of the Child / Assessment Period by colour		0-4mths	4-8mths	8-12mths	12-14mths	14-16mths	16-18mths	18-20mths	20-22mths	22-24mths	24-32mths	28-32mths	32-36mths	36-40mths	40-44mths	44-48mths	
Prime Areas of Learning		Range 1 0-12mths			Range 2 12-18mths			Range 3 18-24mths			Range 4 24-36mths			Range 5 36-48mths			
		E	D	S	E	D	S	E	D	S	E	D	S	E	D	S	
PSED	Making Relationships																
	Sense of Self																
C&L	Understanding Emotions																
	Listening & Attention																
PD	Understanding																
	Speaking																
	Moving and Handling																
	Health & Self-care																
Assessment Period		Date	Age in months		Comments / Additional Notes												
On entry		30/09/2021	36 months														
1st assessment period		06/12/2021	39 months														
2nd assessment period		07/03/2022	43 months		Development has remained the same in C&L - Speaking possibly due to prolonged ear infection.												
3rd assessment period																	
4th assessment period																	
5th assessment period																	

## Step 5 (Completing the Early Years SEND Individual Progress Tracker Word version on paper)

Please note if you are using a paper version of this document it may not be possible to change the colour of the box to the current assessment period and the colours remain clear. In this case leave the colour in the box from the previous assessment period and place a note in the *Comments / Additional Notes* section at the bottom of the page to note that the assessment has taken place and no progress has been made for the current assessment period. This will be an alert indicating lack of progress and the reasons for this will need to be explored and noted in the Comments box

next to the relevant assessment period.

### Early Years SEND Individual Progress Tracker

Child's name	<i>Khaled Williams</i>	Child's date of birth	<i>20/09/2021</i>
--------------	------------------------	-----------------------	-------------------

Chronological Age of the child/Assessment Period colour		0-4 mths	4-8 mths	8-12 mths	12-14 mths	14-16 mths	16-18 mths	18-20 mths	20-22 mths	22-24 mths	24-28 mths	28-32 mths	32-36 mths	36-40 mths	40-44 mths	44-48 mths	48-52 mths	52-56 mths	50-60 mths
Prime Areas of Learning		Range 1 0-12mths			Range 2 12-18mths			Range 3 18-24mths			Range 4 24-36mths			Range 5 24-36mths			Range 6 36-48mths		
		E	D	S	E	D	S	E	D	S	E	D	S	E	D	S	E	D	S
PSED	Making Relationships																		
	Sense of Self																		
	Understanding Emotions																		
C&L	Listening & Attention																		
	Understanding																		
	Speaking																		
PD	Moving & Handling																		
	Health & Self-care																		

Assessment Period	Date	Age in months	Comments / Additional Notes
On entry	<i>30/09/2021</i>	<i>36 months</i>	
1 <sup>st</sup> assessment period	<i>06/12/2021</i>	<i>39 months</i>	
2 <sup>nd</sup> assessment period	<i>07/03/2021</i>	<i>43 months</i>	<i>Assessment has taken place in this period for C&amp;L - Speaking and the level of development remains the same possibly due to prolonged ear infection</i>
3 <sup>rd</sup> assessment period			

## Step 6

The gap between the child's chronological age and current level of development will be evident by counting the months between the shaded boxes up to the point of the child's chronological age that you have included at the top of the table.

i.e. – count the boxes in white that are not shaded up to the child's chronological age to calculate the level of delay across the Ranges.

Early Years SEND Individual Progress Tracker

Child's name		Khaled WILLIAMS												Child's date of birth		20/09/2018	
Chronological Age of the Child / Assessment Period by colour		0-4mths	4-8mths	8-12mths	12-14mths	14-16mths	16-18mths	18-20mths	20-22mths	22-24mths	24-32mths	28-32mths	32-36mths	36-40mths	40-44mths	44-48mths	
Prime Areas of Learning		Range 1 0-12mths			Range 2 12-18mths			Range 3 18-24mths			Range 4 24-36mths			Range 5 36-48mths			
		E	D	S	E	D	S	E	D	S	E	D	S	E	D	S	
PSED	Making Relationships																
	Sense of Self																
	Understanding Emotions																
C&L	Listening & Attention																
	Understanding																
	Speaking																
PD	Moving and Handling																
	Health & Self-care																

Assessment Period	Date	Age in months	Comments / Additional Notes
On entry	30/09/2021	36 months	
1st assessment period	06/12/2021	39 months	
2nd assessment period	07/03/2022	43 months	
3rd assessment period			
4th assessment period			
5th assessment period			

Step 7

The child's rate of progress will be evident by looking at the number of different shaded boxes over time that move towards the child's chronological age.

In the example below the child has moved from Range 2 Developing to Range 3 Emerging in the Aspect of Making Relationships during the 1st assessment period but had not made progress within Speaking in the second assessment period and therefore the colour was changed from yellow to pink with a comment then added in the *Comments / Additional Notes* section.

Early Years SEND Individual Progress Tracker

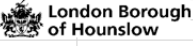
Child's name		Khaled WILLIAMS												Child's date of birth		20/09/2018	
Chronological Age of the Child / Assessment Period by colour		0-4mths	4-8mths	8-12mths	12-14mths	14-16mths	16-18mths	18-20mths	20-22mths	22-24mths	24-32mths	28-32mths	32-36mths	36-40mths	40-44mths	44-48mths	
Prime Areas of Learning		Range 1 0-12mths			Range 2 12-18mths			Range 3 18-24mths			Range 4 24-36mths			Range 5 36-48mths			
		E	D	S	E	D	S	E	D	S	E	D	S	E	D	S	
PSED	Making Relationships																
	Sense of Self																
	Understanding Emotions																
C&L	Listening & Attention																
	Understanding																
	Speaking																
PD	Moving and Handling																
	Health & Self-care																

Assessment Period	Date	Age in months	Comments / Additional Notes
On entry	30/09/2021	36 months	
1st assessment period	06/12/2021	39 months	
2nd assessment period	07/03/2022	43 months	Development has remained the same in C&L - Speaking possibly due to prolonged ear infection.
3rd assessment period			
4th assessment period			
5th assessment period			

## What do I do if the child has made rapid progress, can I shade two boxes?

No, if the child has moved from Developing in one Range to Emerging in the next age range, only shade the current assessment box leaving the box(es) in between white.

 London Borough of Hounslow

**Early Years SEND Individual Progress Tracker**

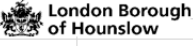
Child's name		Khaled WILLIAMS										Child's date of birth		20/09/2018				
Chronological Age of the Child / Assessment Period by colour		0-4mths	4-8mths	8-12mths	12-14mths	14-16mths	16-18mths	18-20mths	20-22mths	22-24mths	24-32mths	28-32mths	32-36mths	36-40mths	40-44mths	44-48mths		
Prime Areas of Learning		Range 1 0-12mths			Range 2 12-18mths			Range 3 18-24mths			Range 4 24-36mths			Range 5 36-48mths				
		E	D	S	E	D	S	E	D	S	E	D	S	E	D	S		
PSED	Making Relationships																	
	Sense of Self																	
C&L	Understanding Emotions																	
	Listening & Attention																	
PD	Understanding																	
	Speaking																	
PD	Moving and Handling																	
	Health & Self-care																	

Assessment Period	Date	Age in months	Comments / Additional Notes
On entry	30/09/2021	36 months	
1st assessment period	06/12/2021	39 months	
2nd assessment period	07/03/2022	43 months	Development has remained the same in C&L - Speaking possibly due to prolonged ear infection.
3rd assessment period			
4th assessment period			
5th assessment period			

## Can I keep using the same Early Years SEND Individual Progress Tracker if the child is staying at the setting for a period longer than one year?

Yes, the same table can be used, subsequent colours can be added to the Key to include further assessment periods if required.

 London Borough of Hounslow

**Early Years SEND Individual Progress Tracker**

Child's name		Khaled WILLIAMS										Child's date of birth		20/09/2018				
Chronological Age of the Child / Assessment Period by colour		0-4mths	4-8mths	8-12mths	12-14mths	14-16mths	16-18mths	18-20mths	20-22mths	22-24mths	24-32mths	28-32mths	32-36mths	36-40mths	40-44mths	44-48mths		
Prime Areas of Learning		Range 1 0-12mths			Range 2 12-18mths			Range 3 18-24mths			Range 4 24-36mths			Range 5 36-48mths				
		E	D	S	E	D	S	E	D	S	E	D	S	E	D	S		
PSED	Making Relationships																	
	Sense of Self																	
C&L	Understanding Emotions																	
	Listening & Attention																	
PD	Understanding																	
	Speaking																	
PD	Moving and Handling																	
	Health & Self-care																	

Assessment Period	Date	Age in months	Comments / Additional Notes
On entry	30/09/2021	36 months	
1st assessment period	06/12/2021	39 months	
2nd assessment period	07/03/2022	43 months	Development has remained the same in C&L - Speaking possibly due to prolonged ear infection.
3rd assessment period			
4th assessment period			
5th assessment period			



**What can I use this Early Years SEND Individual Progress Tracker to support with?**

This Early Years SEND Individual Progress Tracker can be used for the following purposes:

- Support the completion of a SEN Inclusion Funding Request Form
- Support the completion of an EHC Needs Assessment Request
- Sharing information with parents
- Sharing information with and/or referrals to outside agencies
- EYFS Progress check at age two
- Support with judgements on progress to inform SEN Inclusion Fund Review Document / Provision Map(s)