Fledglings Day Nursery

# Observation Assessment and Recording Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

The revised EYFS (Sept 2014) makes it clear that observation is the key to finding out what children know and can do, and is an essential part of the EYFS planning cycle.

Ongoing formative assessment is at the heart of observations and helps to inform the next steps for children,whilst also helping to identify how well the provision meets the needs of all children.

## 2 Aims and objectives

This policy aims to consistently support high quality observations (indoors and outdoors), which are then used to plan the next steps for children whilst also supporting summative assessment.

Our objective is to support the observational assessment and planning cycle and recorded outcomes for children, as well as supporting the provision of a consistently high quality, challenging and motivational learning environment.

## 3 Observation, assessment and recording

High quality observation, recording and assessment supports outcomes for children through effective learning and teaching.

**3.1** We encourage and promote a strong cycle of observation, assessment and planning.

**3.2** We plan to ensure that paperwork regarding observation, assessment and recording should be kept to the minimum required in line with new EYFS guidance.

**3.3** Assessment at the end of the EYFS will be completed in the form of an EYFS Profile in line with the EYFS handbook and the relevant assessment guidelines (**school only**).

**3.4** Our staff will observe children as they act and interact in their play and daily activities.This will be supported by information/observations provided by parents/carers about how their child behaves at home.

**3.5** We will use the EYFS guidance document and consider the examples of development under the unique child column. Through this, and our own knowledge of child development, we will identify/assess where the child is in their own developmental pathway.

**3.6** We will observe, record and assess all children under each of the seven areas of learning and development. Only significant observations will be written/recorded.

**3.7** We will observe and use the characteristics of effective learning as a tool for supporting our children as learners.

## 4 Recording

We will keep accurate and updated records for all our children based on observation and assessment.

**4.1** These will cover both formative and summative assessments and records. They will be based on a balance of child initiated and adult led play and activity, both indoors and outdoors.

**4.2** We will use our information about children obtained through observation to plan and support an enabling environment which allows children to demonstrate what they know and can do.

**4.3** We will use what we know from our professional experience and the enabling environment columns in the EYFS guidance to provide for children’s learning and development.

**4.4** Through training and supervision support, we will ensure that all staff are competent and confident to complete high quality records

**4.5** The key person will complete a learning journey for each of their children. This will include significant observations at the setting/school and those provided by parents.

**4.6** Detailed additional records will be kept for all children identified as having Special Educational Needs and Disabilities (SEND). These will cover assessments and special plans including Individual Education Plans (IEP), individual behaviour plans and specific care plans.

**4.7** All records will be monitored by the headteacher/manager and made available to parents/carers on request.

**4.8** We will informally report to parents/carers on an ongoing basis and formally twice a year through a written report.

**4.9** All records will be kept in a secure place and for a minimum of three years.

## 5 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**