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|  | **ALFEY Part 2 –**  **A checklist of what to include** |  |

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| **Description** | **✓** |
| A completed page 1 with basic details |  |
| Total number of hours attending |  |
| Age in years and months |  |
| Section 1  A clear picture of the child’s needs – with a link to EYFS stages or equivalent age levels |  |
| Section 2  A clear picture of how the child is managing during key parts of the session, including how they access learning and development activities and the environment and what you experience to be the barriers to learning. |  |
| Section 3  A clear picture of how you are incorporating advice and targets from outside agencies |  |
| Section 3  A clear picture of all the additional and different activities that you are doing on a sessional basis to make it successful for the child. Direct links are made to the points raised in section 2. |  |
| Section 3  Reference made to ILDP targets |  |
| Stages of learning and development in months – EYFS curriculum |  |
| A small steps assessment illustrating areas of specific need |  |
| An up to date ILDP |  |
| On-going ILDP diary – showing responses to the targeted intervention currently in place |  |
| ILDP review meeting record showing parents/carers involvement |  |
| An Assessment Summary |  |
| Medical information – a report or letter from the last meeting with therapist or paediatrician |  |