

Making a Referral to the Statutory Educational Welfare Services

Guidance for making a referral to Educational Welfare Service (for agencies, parents and guardians)

- Where an agency or a parent/guardian has cause for concern over a student's attendance, for whatever reason and in spite of all efforts at resolution made at school level, a formal **written and signed Referral** may be made to the Educational Welfare Services (EWS).
- In completing the forms, please note the following
 - The Referral Form is in 3 sections. Please fill in all sections.
 - Section 1: seeks information about the child and family
 - Section 2: seeks information on the child at school, attendance record, involvement of other agencies/services (if known to the referrer), and reason for referral to the statutory service
 - Section 3: seeks information on the referrer
- Referral forms, once completed and signed, must be forwarded to EWS by post (**clearly marked 'EWS REFERRALS'**), to the appropriate EWS office. Details below:

NOTE: For reasons of data protection, you are requested NOT to send Referral Forms by email under any circumstances.

Referral forms, once completed and signed, must be forwarded to EWS by post (**clearly marked 'EWS REFERRALS'**), to the appropriate EWS office. Details below: Referrals should **not** be sent directly to your EWO.

Southern Area: Cork, Kerry, Limerick, Clare, Tipperary.

Post: Referrals Region 1, Tusla Education Support Service, Tusla, Block C, Heritage Business Park, Bessboro Road, Blackrock, Cork

South County Dublin, Kildare, Wicklow, Waterford, Wexford, Carlow, Kilkenny

Post: Referrals Region 2, Tusla Educational Support Services, Child and Family Agency, South Dublin County Council Offices, County Hall, Block 3, Tallaght, Dublin 24

North Dublin, Dublin City, Clondalkin, Lucan

Post: Referrals Region 3 Tusla Educational Support Services, Child and Family Agency, Ground Floor, Brunel Building, Heuston South Quarter, Dublin 8

West/North-West: Galway, Mayo, Sligo, Donegal, Leitrim, Roscommon, Longford, Offaly, Laois, Westmeath.

Post: Referrals Region 4, Tusla Educational Support Services, Child and Family Agency, Unit 19 Sandyfort Business Centre, Grealishtown, Bohermore, Galway

North East: Fingal, Louth, Meath, Cavan, Monaghan.

Post: Referrals Region 5, Tusla Educational Support Services, Child and Family Agency, Louth and Meath Education and Training Board, Chapel Street, Dundalk, Co Louth, A91 C7D8

- All **Referrals** received will be prioritised for appropriate response in accordance with EWS case management procedure.

The Referral Form is available online at

www.tusla.ie/tess/tess-ews/reporting-documentation/