

# Making a Referral to Tusla Educational Welfare Service

## Guidance for Schools

- Where a school has cause for concern over a student's attendance, for whatever reason and in spite of all efforts at resolution made at school level and in collaboration with the home, a formal **written and signed Referral** should be made to Tusla Educational Welfare Services (EWS).
- The school is required to complete a simple **Pre-referral Checklist** as part of a formal **Referral**.
- In completing the forms, please note the following:
  - The **Pre-Referral Checklist** for schools: Its purpose is to help the school briefly note any action(s) taken to date in relation to the child in question and to prompt discussion at school level as to other interventions that may be considered and put in place prior to making a formal Referral.
  - The **Referral Form** is in 2 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 school), SEN provision at school and reason for referral to the statutory service
- Referral forms, once completed and signed (and copied for school records), 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 (and copied for school records), 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

- Due to the need for effective management of caseloads, referrals made by any other means (letter, phone, during school visits etc.) **must** be followed, without undue delay, by a formal written **Referral**.
- 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/](http://www.tusla.ie/tess/tess-ews/reporting-documentation/)