

# **Education Welfare Service Referral Process**



## **Pre-Referral Process**

#### Preventative actions in accordance with school's attendance policy







Discuss with child if appropriate









Contact Family by Phone

#### **Ongoing discussion with Education Welfare Service**



Meeting with the Family



Review **Attendance** 







No Improvement



**Refer to EWS** 

# **Referral Process**

# **Refer to EWS** Referral **Guidance Form**

This will have been provided to you by your link **FWO** 

<b>№ea</b>	ucatio	on y				
<b>EDUCATION W</b>	ELFA	ARE SERVICE REFE	RRAL FOR	RM		
		to the Education Welfare Mare Officer for the schoo				
Have you read the Pa	rtners	hip Working Agreement a	nd guidance	prior to m	aking this refer	ral Yes/No
Is this a re-referral:	Yes	/No				
Is this child Looked At	her (s	sbiect to care proceeding	d: Yes/No			
Referred by:	Sch			her (detail	si	
School Name:					Year Group:	
CNMs Name:			SEN: Y	N .	Date of Birth:	
Gender:		Ethnicity:			Language:	
Address:					Postcode:	
Name of those with parental responsibility including relationship of the child		Name			Relationship	
		Name			Relationship	
Details of main contact		Mobile			Email	
		Home				
	speak	Hiculties (ig language) is a English please state that tuleed.				
	as wel	y other services or agenci I as other Education Auth is Contact Name	ority services		lucation Psycho	
					avvolvament	
	-		_			
	+		-		$\overline{}$	
Parent must be n	otifi	ed that referral is be	ing made.			
Please note that refer	vals w	ill not be accepted witho	at the family	having bee	on informed.	
How/when was parer	nt moti	fied?				
Date		Letter Phon	ne call Ot	her please	specify	
"To Inapire, support an	of cha	lenge all our Children and	Young People	to be the b	est that they co	n ba."

# Complete **Referral Form**

- Referrals can only be assessed based on the information provided on the form.
- Ensure all details are included and are accurate
- Insufficient information may result in the child not receiving appropriate support

## **Submit Referral Form**

- Form can be submitted via email or post
- Prior to submission check with your link EWO for confirmation of where to send referral

## Referral Confirmation

- EWS will confirm receipt of referral
- If you haven't received confirmation within 10 days contact your link **EWO**
- **EWS Support** commences in Partnership with school