

**CHECKLIST FOR PROCESSING APPLICATIONS FOR  
EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE  
WITH CIRCULAR 0055/2022 2.2.1a**

A student moving from a different country, who is re-enrolling following a period spent abroad, provided at least three consecutive years have elapsed since the previous enrolment in the State and who is not less than 12 years of age on the day of their enrolment or re-enrolment

<b>Name of school</b>			
<b>School roll number</b>			
<b>Name of student</b>			
<b>Date of birth</b>			
<b>Student PPSN</b>			
<b>1.</b>	<b>RECEIVING THE APPLICATION</b>		
		<b>Yes</b>	<b>No</b>
a)	The date on which the school received the application is recorded on the form.		
b)	Receipt of the application has been acknowledged in writing and the parent(s)/guardian(s)/student have been informed that the application will be processed within 21 school days of date of receipt.		
<b>2.</b>	<b>CONSIDERING THE APPLICATION</b>		
		<b>Yes</b>	<b>No</b>
a)	The written application and supporting documentation have been discussed with parent(s)/guardian(s)/student and the student on whose behalf the application is made.		
b)	The parent(s)/guardian(s)/student have been advised of the next steps in processing the application.		
c)	The parent(s)/guardian(s)/student and the student on whose behalf the application is made have been informed of any implications of an exemption from the study of Irish now and into the future.		

d)	The parent(s)/guardian(s)/student have been informed that a signed Certificate of Exemption will issue where a decision is reached that an exemption will be granted.		
e)	The parent(s)/guardian(s)/student have been informed that where an application is refused that the school's decision may be appealed to the Irish Exemptions Appeal Committee within 30 days from the date the decision of the school is notified in writing.		
f)	The arrangements (as per Section 6 of the Guidelines), in the case of an exemption being granted, have been explained to the parent(s)/guardian(s) and the student on whose behalf the application is made.		
g)	Relevant evidence about the student's previous enrolment and attendance at a school(s) outside the State provided at least three consecutive years have elapsed, since the previous enrolment in the State, and who is not less than 12 years of age on the day of their enrolment or re-enrolment has been examined.		
h)	The student's educational experience and/or progress has been considered.		
<b>3.</b>	<b>CONFIRMING A DECISION</b>		
		<b>Yes</b>	<b>No</b>
a)	The above named student is not less than 12 years of age.		
b)	At least three consecutive years have elapsed since the above named student was last enrolled in a school in this State.		
c)	<p>An exemption from the study of Irish <u>is granted</u> <input type="checkbox"/></p> <p>or</p> <p>An exemption from the study of Irish is <u>not granted</u> <input type="checkbox"/></p>		
<p><b>Where an application for exemption is refused, please note reason(s).</b></p>			

<b>4.</b>		<b>COMMUNICATING AND RECORDING THE DECISION</b>	
		<b>Yes</b>	<b>No</b>
a)	The outcome of the application has been confirmed in writing to the parent(s)/guardian(s)/student and the reason(s) for not granting an exemption where relevant.		
b)	Arrangements have been made for the retention of the application form and all supporting documentation, including a Copy of the Certificate of Exemption where applicable, and this checklist, in accordance with data protection law.		
<b>Principal:</b> _____ <b>Date:</b> _____			