

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

A student whose education was received outside the State for a minimum period of three consecutive years and who is enrolling following the completion of the full course of primary education recognised by another state, where they did not have opportunity to engage in the study of Irish

Name of school	
School roll number	
Name of student	
Date of birth	
Student PPSN	

1. RECEIVING THE APPLICATION

		Yes	No
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.		

2. CONSIDERING THE APPLICATION

		Yes	No
a)	The written application and supporting documentation have been discussed with parent(s)/guardian(s) 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) 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) and the student on whose behalf the application is made 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)/student and the student on whose behalf the application is made.		
g)	Evidence of the student's attendance at a school(s) outside the state for a minimum period of three consecutive years (or up to and including the final year of his/her primary education) and where he/she did not have opportunity to engage in the study of Irish has been examined.		
h)	The student's educational experience and/or progress has been considered.		
3.	CONFIRMING A DECISION		
		Yes	No
a)	The above named received his/her education outside the State for a minimum period of three consecutive years and completed the full course of primary education recognised by another 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>Where an application for exemption is refused, please note reason(s).</p>			

4. COMMUNICATING AND RECORDING THE DECISION		Yes	No
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.		
Principal: _____ Date: _____			