

**CHECKLIST FOR PROCESSING APPLICATIONS FOR  
EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE  
WITH CIRCULAR 0055/2022 2.2.2**

**A student who presents with significant and persistent literacy difficulties and  
presents with a standardised score in a discrete test at/below the 10th  
percentile in either Word Reading, Reading Comprehension or Spelling.**

<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)/student and the student on whose behalf the application is made.		
g)	The student's Student Support File has been reviewed.		
h)	The student's class teachers and SET team has been consulted.		
<b>3.</b>	<b>CONFIRMING A DECISION</b>		
		<b>Yes</b>	<b>No</b>
a)	<p>The above named student:</p> <ol style="list-style-type: none"> <li>1. presents with significant literacy difficulties that are persistent despite having access to a differentiated approach to language and literacy in both Irish and English over time as evidenced in the Student Support File including <ul style="list-style-type: none"> <li>• regular reviews of learning needs as part of an ongoing cycle of assessment;</li> <li>• target setting;</li> <li>• evidence-informed intervention and review, including test scores (Word Reading, Reading Comprehension, Spelling, other scores of language/literacy) at key points of review</li> </ul> </li> </ol> <p><b>and</b></p> <ol style="list-style-type: none"> <li>2. at the time of application for exemption presents with a Standardised Score on a discrete test in either Word Reading or Reading Comprehension or Spelling at/below the 10th percentile</li> </ol>		
b)	<p>An exemption from the study of Irish <u>is granted</u></p> <p>or</p>	<input type="checkbox"/>	

	An exemption from the study of Irish is <u>not granted</u> <input type="checkbox"/>			
Where an application for exemption is refused, please note reason(s).				
4.	<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> _____				