

**CHECKLIST FOR PROCESSING APPLICATIONS FOR
EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE
WITH CIRCULAR 0055/2022 2.2.4(ii)**

A student has a recommendation and has been deemed eligible for a place in a recognised special school and/or in a special class in a mainstream school

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)/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.		
3.	CONFIRMING A DECISION		
		Yes	No
a)	The above named student has a recommendation and has been deemed eligible for a place in a recognised special school and/or in a special class in a mainstream school.		
b)	<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>		
Where an application for exemption is refused, please note reason(s).			
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: _____