



CASTLEBAR EDUCATE TOGETHER  
NATIONAL SCHOOL

# Castlebar Educate Together National School

## Exemption from the study of Irish

### Introduction

This policy was formulated by Castlebar Educate Together National School in 2023, in accordance with Department of Education Circular 0052/2019 and is in line with Circular 0054/2022 and relevant guidelines.

### Rationale

This policy was drafted following the introduction of an updated circular and guidelines issued by the Department of Education in August 2022. Circular 0054/2022 is a revision of Circulars 0052/2019 and 0012/1996 and forms the basis for this revised school policy. These guidelines have been developed to provide guidance to staff and parents/carers around the criteria and application process of an exemption from the study of Irish.

The guidelines are also informed by the principles of the Primary Language Curriculum and follow the needs-based model as set out in the Continuum of Support for students with Special Educational Needs. It is acknowledged that despite the flexibility of the PLC and the steps taken and supports put in place within the Continuum of Support in our school, that some children may continue to struggle to make adequate progress in acquiring the language of instruction in our school, namely English. In such circumstance and following the guidelines set out in Circular 0054/2022 and the procedure and process set out below in this policy, an exemption from the study of Irish may be granted.

### Relationship to School Ethos.

This policy is in keeping with the ethos of our school, which strives to ensure that every child is provided with every opportunity to reach their potential. It also reflects the inclusive nature of our ethos.

### Aims and Objectives

The purpose of this policy is to provide clarity surrounding the application, process and procedures which are to be adhered to should a child be granted or considered for an exemption from the study of Irish in our school. At all times this policy aims to allow for pupils of differing abilities, interests and circumstances, enhances inclusivity within our school and strives to enable all children of all abilities to access the curriculum in our school.

### Criteria for Exemption from the Study of Irish

The following criteria for granting an Irish exemption are set out in Circular 0054/2022 and are quoted below. They are numbered according to Circular 0054/2022 for ease of understanding and consistency. In granting an exemption from Irish in our school, the school authorities, in consultation with parents, must be satisfied that the criteria are met and the process has been followed correctly.



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### **2.2.1**

#### **A pupil moving from a different country without previous experience of learning the Irish language**

An exemption from the study of Irish may be granted to a pupil whose education was received outside the State (for a minimum period of three consecutive years) where he/she did not have opportunity to engage in the study of Irish

#### **AND either (a) or (b)**

(a) who is not less than 12 years of age on the day of their enrolment<sup>1</sup> or re-enrolment

**OR**

(b) who is enrolling following the completion of the full course of primary education recognised by another state.

### **2.2.2**

#### **A pupil who experiences significant literacy difficulties which are an obstacle to their learning across the curriculum**

An exemption from the study of Irish may be granted to a pupil:

(i) who has at least reached second class

**AND**

(ii) who presents with significant literacy difficulties that are persistent despite having had access to a differentiated approach to language and literacy learning in all subjects/across the curriculum and over time. Documentary evidence to this effect, held by the school, should include Student Support Plans detailing:

- regular reviews of learning needs as part of an ongoing cycle of assessment
- target-setting
- evidence-informed intervention and review, including test scores (Word Reading, Reading Comprehension, Spelling, other scores of language/literacy) at key points of review

**AND**

(iii) who, at the time of the application for exemption presents with a standardised score on a discrete test in either Word Reading, Reading Comprehension or Spelling at/below the 10th percentile.

Normally, pupils availing of an exemption under this category should be encouraged to engage with the study of oral Irish language for as long as possible in keeping with the integrated approach in the *Primary Language Curriculum* and acknowledging that pupils at a young age adapt and improve over time.

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<sup>1</sup> For the purposes of this Circular/Policy, where pupils enrol in the final 2 months of an academic year, their enrolment/re-enrolment will be considered to take place on the first day of the following academic year.



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### 2.2.3

#### **A pupil who experiences a high level of multiple and persistent needs that are a significant barrier to the pupil's participation and engagement in their learning and school life**

It is recognised that there is a small cohort of pupils who have a high level of multiple and persistent needs that are a significant barrier to their participation and engagement in their learning and school life. In the case of these pupils, consideration may need to be given to adjusting the range of learning experiences to ensure that their needs are met and that they may engage purposefully in their learning in school. In very exceptional circumstances, this means that consideration may need to be given to exempting them from the study of Irish.

An exemption from the study of Irish may be granted to a pupil:

(i) who has at least reached second class

**AND**

(ii) who experiences a high level of multiple and persistent needs that are a very significant and continuing barrier to his/her participation and engagement in his/her learning and school life

**AND**

(iii) whose school has substantial written evidence that these needs persist despite targeted and individualised Student Support Plans to address those needs

**AND**

(iv) whose school has substantial written evidence that these individualised Student Support Plans have been implemented over not less than two school years, and have been monitored and reviewed by the school in collaboration with the parent(s)/guardian(s) and the pupil

**AND**

(v) who has been given every reasonable opportunity to participate in the learning of Irish in mainstream classes for as long as possible in keeping with the integrated approach in the *Primary Language Curriculum* and acknowledging that pupils at a young age adapt and improve over time

**AND**

(vi) the principal is satisfied that the granting of an exemption is in the overall best interests of the pupil concerned.

Normally, this will mean that the pupil will be expected to engage with the study of Irish at least to the end of fifth class. However, in very exceptional circumstances, where the principal is satisfied that an exemption is warranted to address the high level of multiple and persistent needs of the pupil, and certifies that all of the conditions in (i) to (vi) above have been met, it may be granted at an earlier stage, but in no case may this be earlier than second class.



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## **2.2.4**

**A pupil in a recognised<sup>2</sup> special school or class or who was previously enrolled in a recognised special school or class or who has a recommendation<sup>3</sup> and has been deemed eligible<sup>4</sup> for a place in a recognised special school and/or in a special class in a mainstream school**

(i) Where a pupil is currently enrolled in a recognised special school or special class in a mainstream school or who has previously been enrolled in a recognised special school or special class in a mainstream school and who is transitioning to mainstream provision, that pupil is automatically entitled to an exemption from the study of Irish without an application.

**OR**

(ii) Where a pupil 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 an application for an exemption from the study of Irish will be required.

Normally, pupils availing of an exemption under (i) **OR** (ii) of this category should be encouraged to engage with the study of oral Irish language for as long as possible in keeping with the integrated approach in the *Primary Language Curriculum* and acknowledging that pupils at a young age adapt and improve over time.

## **2.2.5**

**A pupil whose parent(s)/guardian(s) is a/are diplomatic or consular representative(s) of another country to Ireland irrespective of age or educational history**

An exemption from the study of Irish may be granted to a pupil whose parent(s)/guardian(s) is a/are diplomatic or consular representative(s) of another country to Ireland irrespective of age or educational history.

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<sup>2</sup> A recognised special school/class is a primary or post-primary level class sanctioned and resourced by the National Council for Special Education (NCSE). See <https://ncse.ie/> for a list of such schools/classes

<sup>3</sup> The recommendation for the pupil to be placed in a special school or special class meets the specifications for such placement as determined by the NCSE and the pupil has been deemed eligible and/or is awaiting the recommended placement.

<sup>4</sup> See Exemptions from the Study of Irish: Guidelines for Primary Schools (English-medium), DE (2022).



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## Application process

### The following steps are required for a valid application for an exemption from the study of Irish

1. A parent/carer must make an application in writing to the principal of the school for a Certificate of Exemption from the study of Irish on behalf of a pupil. (*Appendix 1*)
2. The school staff shall mark the date of receipt of the application on the application form and issue an acknowledgement to the parent(s)/carer(s) upon receipt of the application.
3. At the earliest opportunity the school should contact the applicant(s) and:
  - a. discuss the written application with the applicant(s) and confirm the sub-paragraph on which the application is based (as outlined in section 2.2 above) N.B. If a parent/carer does not confirm the sub-paragraph under which the application is based then the application is null and void and no further processing of the application will take place. Only criteria contained in this Circular can be considered as grounds for an exemption from the study of Irish and no other exceptional circumstances can be considered.
  - b. advise the applicant(s) of the steps involved in processing the application.
  - c. inform the parent(s)/carer(s)/pupil of the implications of an exemption from the study of Irish for the pupil while in primary education and into the future.
4. The application should be fully processed and the outcome confirmed in writing within 21 school days of receipt of the application.
5. Where a decision is reached that an exemption from the study of Irish may be granted a signed Certificate of Exemption will be issued to the parent(s)/carer(s) and a copy will be held by the school in the pupil's file. The record keeping requirements are outlined further at 2.3(c) below.
6. Where an application is refused, the principal must inform the applicant(s) in writing outlining the reasons for refusal and notifying the applicant(s) that the school's decision may be appealed to the Irish Exemptions Appeal Committee within 30 calendar days of the date of the written decision.

### Considering an application for exemption

In considering an application for exemption from the study of Irish the principal will conduct and record the following (*Appendix 2*):

1. review the application and any documentation provided by the applicant(s);
2. consult with the pupil's class teacher;
3. consult with the special education teacher and the assigned teacher from the Visiting Teacher Service where relevant;
4. review school documentation for the evidence outlined in subsection 2.2;
5. consult the following as appropriate;



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- *Exemptions from the Study of Irish: Guidelines for Primary Schools* and the supporting documents maintained by the Department on the Government webpage on exemptions from the study of Irish: [www.gov.ie/en/service/irish-exemption/](http://www.gov.ie/en/service/irish-exemption/)
- *Guidelines for Primary Schools: Supporting Pupils with Special Educational Needs in Mainstream Schools* developed by the National Educational Psychological Services (NEPS), the Inspectorate and Special Education Section, DES (2017): <https://www.gov.ie/en/publication/edf64-guidelines-for-primary-schools-supporting-pupils-with-special-educational-needs-in-mainstream-schools/>
- *Special Educational Needs: A Continuum of Support*, NEPS (2007): <https://www.gov.ie/en/collection/dca316-special-education-needs-a-continuum-of-support/>
- Catalogue of Wellbeing Resources for Schools: [www.gov.ie](http://www.gov.ie) - [www.gov.ie](http://www.gov.ie) - Catalogue of Wellbeing Resources for Schools ([www.gov.ie](http://www.gov.ie))
- *Behavioural, Emotional and Social Difficulties: A Continuum of Support: Guidelines for Teachers*, NEPS (2010): <https://assets.gov.ie/40684/97bbea80d96b4057bf3f1f01107c7db4.pdf>
- *Assessment in the Primary School Curriculum: Guidelines for Schools*, NCCA (2007): <https://curriculumonline.ie/getmedia/2b3eaa53-cb4b-4053-9d71-2d28d9d6c734/Assessment-Guidelines.pdf>

## Recording the decision

The outcome of the application process will be conveyed by the school in writing to the applicant.

**Where an exemption is granted**, a Certificate of Exemption, signed and dated by the school principal will be issued.

- i. The Certificate of Exemption will state the name and address of the school, the school roll number, the pupil's name, date of birth and the sub-paragraph under which the exemption is being granted (*Appendix 3*).
- ii. The arrangements for the pupil's learning will be explained to the parent(s)/carer(s)/pupil.
- iii. It will be explained to the parent(s)/guardian(s) that incidental learning of Irish language may occur through engagement with greetings, phrases, festivals and that a positive attitude to Irish should be fostered by the parent(s)/carer(s).
- iv. Parent(s)/carer(s) and the pupil should be informed of the option not to exercise the exemption granted, without any loss of the right to exercise it at a future time.
- v. The application form, all supporting documentation, and a copy of the Certificate of Exemption will be retained by the school in accordance with data protection legislation and will be made available for inspection by authorised officers of the Department. In maintaining such documentation, the school will obtain appropriate parental/guardian consent for the retention and use of such records (*Appendix 4*)
- vi. In addition, where an exemption from the study of Irish is granted, the school should update the pupil's record on the Primary Online Database (POD) as soon as possible to include the reason for that exemption.



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**Where an application is refused**, a copy of the application form, together with the letter of refusal and all supporting documentation, will be retained by the school in accordance with data protection legislation. The school should maintain the records for at least the duration of the pupil's enrolment in the school. In maintaining such documentation, schools should ensure that they have obtained appropriate parental/guardian consent for the retention and use of such records.

### **Appeals Procedure**

Where the application for exemption from the study of Irish is refused, an applicant can appeal the school's decision to the Irish Exemptions Appeals Committee (IEAC). The IEAC will comprise three persons who shall be selected from a panel of persons established and maintained by the Minister.

The IEAC will make a decision on whether the exemption should be granted or not, inform the school of the decision and require the school to give effect to their decision. In making a decision the IEAC will consider the decision of the school and the grounds given for refusing the application, the criteria set out in this Circular and any supporting documentation that was available to the school, contained in the Student Support Plan(s) and any supplementary information provided to the school by the applicant. The appeal should be made on the appropriate form published on the Department's website.

The appeal must be lodged within 30 calendar days from the date of the written decision of the school not to grant an exemption was notified in writing to the applicant. Irish Exemption Appeal Form and Guidelines for Primary Schools can be accessed at [www.gov.ie/en/service/irish-exemption/](http://www.gov.ie/en/service/irish-exemption/)

### **Arrangements for pupils who are exempt from the study of Irish**

The school will take account of the literacy learning needs of pupils who are exempt from the study of Irish when deploying available special education teaching resources.

To support inclusive practices, a pupil who is exempt from the study of Irish will be included in a meaningful way in aspects of Irish language and cultural activities in line with his/her ability and interests.

It should be noted that pupils have the option not to exercise the exemption granted, without any loss of the right to exercise it at a future time.

### **Supports for pupils who have no understanding of English when enrolled**

A pupil who has no understanding of English when enrolled should be provided will be provided with intensive English as an Additional Language (EAL) support in preparation for his/her full engagement with the curriculum at a level commensurate with his/her ability.

### **Reporting on exemptions granted to the Department**

In order for pupils who are exempt from the study of Irish to be recognised by the Department, for grant payment and teacher allocation purposes, the school will, on a monthly basis, record data on pupils who are exempt from the study of Irish and the reason for that exemption on the Primary Online Database (POD).



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### **Pupils transitioning to other schools**

It is the responsibility of the parent(s)/carer(s) to ensure that a copy of the pupil's Certificate of Exemption is made available to the receiving school.

Castlebar ETNS will use the Education Passport materials developed by the NCCA, to provide information on a pupil's engagement with the study of Irish including details of the granting of an exemption from the study of Irish. The passport will be retained in the school until the post-primary school principal or designated person with responsibility for initiating pupil information transfers, sends a written request for the pupil's report cards.

### **Communication**

A copy of this policy will be provided to all staff members in the school. It will be made available to the PTA and to all parents/carers and will also be available on the school website.

### **Ratification and review of the policy:**

This policy was ratified by the Board of Management of Castlebar Educate Together N.S. on 14<sup>th</sup> December 2023.

This policy will be reviewed in January 2030, or earlier should the need arise.

Signed: \_\_\_\_\_ (Chairperson, BOM)

\_\_\_\_\_ (Principal)

Date: 14th December 2023





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Appendix 1:

**Application for Exemption from the Study of Irish Primary Schools**

**Castlebar Educate Together National School**

**For completion by the applicant**

<b>Application for Exemption from the Study of Irish Primary Schools For completion by the parent(s)/guardian(s)</b>	
<b>Name of Pupil</b>	
<b>Date of Birth</b>	
<b>Class</b>	
<b>Name of School</b>	
<p>I/We wish to apply for an exemption from the study of Irish on behalf</p> <p>of _____</p> <p>Please indicate (✓) the grounds for an exemption from the study of Irish in accordance with Circular 0054/2022</p>	



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2.2.1(a)	The pupil is not less than 12 years of age on the day of their enrolment or re-enrolment whose education was received outside the State (for a minimum period of three consecutive years) where he/she did not have the opportunity to engage in the study of Irish.	
2.2.1(b)	The pupil's education was received outside the State (for a minimum period of three consecutive years) where he/she did not have opportunity to engage in the study of Irish and who is enrolling following the completion of the full course of primary education recognised by another State.	
2.2.2	The pupil has at least reached second class and experiences significant literacy difficulties which are an obstacle to their learning across the curriculum and which are persistent despite having had access to a differentiated approach to language and literacy learning in all subjects/across the curriculum and over time and presents with a standardised score on a discrete test in either Word Reading, Reading Comprehension or Spelling at/below the 10th percentile.	
2.2.3	The pupil has at least reached second class and experiences a high level of multiple and persistent needs, that persist despite targeted and individualised Student Support Plans to address those needs (over not less than two years) and which are a significant barrier to the pupil's participation and engagement in their learning and school life and who been given every reasonable opportunity to participate in the learning of Irish in mainstream classes for as long as possible and the Principal is satisfied that the granting of an exemption is in the overall best interests of the pupil <i>concerned</i> .	
2.2.4(ii)	The pupil 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	
2.2.5	The pupil's parent(s)/guardian(s) is a/are diplomatic or consular representatives of another country to Ireland irrespective of age or educational history.	
Please provide detail of any supporting documentation being submitted to the school		



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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

For the purpose of this application the documentation provided will be assessed, by relevant school personnel and other professionals where necessary, to determine whether there is grounds to grant an exemption from the study of Irish. Tick the box if you wish to proceed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**For school use only**

**Date of receipt of application:**

**Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School roll number:** \_\_\_\_\_



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*Appendix 2: Checklist for Processing Application for Exemption from the study of Irish – 2.2.1a*

**Castlebar Educate Together National School**

**For completion by the school**

CHECKLIST FOR PROCESSING APPLICATIONS FOR EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE WITH CIRCULAR 0054/2022 2.2.1a			
A pupil 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			
Name of school			
School roll number			
Name of pupil			
Date of birth			
PPS Number			
<b>1. 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) has/have been informed that the application will be processed within 21 school days of date of receipt.		
<b>2. 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) and pupil.		
b)	The parent(s)/guardian(s) has/have been advised of the next steps in processing the application.		
c)	The parent(s)/guardian(s) and pupil have been informed of any implications of an exemption from the study of Irish now and into the future.		



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d)	The parent(s)/guardian(s) has/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) has/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 pupil.		
g)	Relevant evidence about the pupil's previous enrolment (including dates) and attendance at a school(s) outside the State has been examined.		
h)	The pupil's educational experience and/or progress has been considered.		
<b>3. CONFIRMING A DECISION</b>			
		<b>Yes</b>	<b>No</b>
a)	The above named pupil is not less than 12 years of age		
b)	At least three consecutive years have elapsed since the above named pupil was last enrolled in a school in this State.		
c)	An exemption from the study of Irish <u>is granted</u> <input type="checkbox"/>		
	or 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).			
<b>4. COMMUNICATING AND RECORDING THE DECISION</b>			
		<b>Yes</b>	<b>No</b>



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a)	The outcome of the application has been confirmed in writing to the parent(s)/guardian(s) 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.		
<p><b>Principal:</b> _____</p> <p><b>Date:</b> _____</p>			



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*Appendix 2: Checklist for Processing Application for Exemption from the study of Irish – 2.2.1b*

**Castlebar Educate Together National School**

**For completion by the school**

CHECKLIST FOR PROCESSING APPLICATIONS FOR EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE WITH CIRCULAR 0054/2022 2.2.1b			
A pupil 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 pupil			
Date of birth			
PPS Number			
<b>1. 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) has/have been informed that the application will be processed within 21 school days of date of receipt.		
<b>2. 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) and pupil.		
b)	The parent(s)/guardian(s) has/have been advised of the next steps in processing the application.		
c)	The parent(s)/guardian(s) and pupil have been informed of any implications of an exemption from the study of Irish now and into the future.		



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d)	The parent(s)/guardian(s) has/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) has/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 pupil.		
g)	Evidence of the pupil's attendance at a school outside the State for a minimum period of three consecutive years and completion of the full course of primary education recognised by another state.		
h)	The pupil's educational experience and/or progress has been considered.		
<b>3. CONFIRMING A DECISION</b>			
		<b>Yes</b>	<b>No</b>
a)	The above named pupil 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>		
Where an application for exemption is refused, please note reason(s).			
<b>4. COMMUNICATING AND RECORDING THE DECISION</b>			
		<b>Yes</b>	<b>No</b>





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a)	The outcome of the application has been confirmed in writing to the parent(s)/guardian(s) 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> _____			



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*Appendix 2: Checklist for Processing Application for Exemption from the study of Irish – 2.2.2*

**Castlebar Educate Together National School**

**For completion by the school**

CHECKLIST FOR PROCESSING APPLICATIONS FOR EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE WITH CIRCULAR 0054/2022 2.2.2			
A pupil who has at least reached second class <u>and</u> presents with significant and persistent literacy difficulties <u>and</u> presents with a standardised score in a discrete test at/below the 10th percentile in either Word Reading, Reading Comprehension or Spelling.			
Name of school			
School roll number			
Name of pupil			
Date of birth			
PPS Number			
<b>1. 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) has/have been informed that the application will be processed within 21 school days of date of receipt.		
<b>2. 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) and pupil.		
b)	The parent(s)/guardian(s) has/have been advised of the next steps in processing the application.		
c)	The parent(s)/guardian(s) and pupil have been informed of any implications of an exemption from the study of Irish now and into the future.		



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d)	The parent(s)/guardian(s) has/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) has/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 pupil.		
g)	The pupil's Student Support File has been reviewed.		
h)	The pupil's class teacher and SET team has been consulted.		
<b>3. CONFIRMING A DECISION</b>			
		<b>Yes</b>	<b>No</b>
a)	The above named pupil: 1. has at least reached second class <b>and</b>		
	2. 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> <b>and</b>		
	3. at the time of application for exemption, the above named pupil presents with a Standardised Score on a discrete test in either Word Reading or Reading Comprehension or Spelling at/below the 10th percentile		
b)	<b>An exemption from the study of Irish <u>is granted</u> <input type="checkbox"/></b>		



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	<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>		
<p><b>4. COMMUNICATING AND RECORDING THE DECISION</b></p>		
		<p><b>Yes</b></p>
		<p><b>No</b></p>
a)	The outcome of the application has been confirmed in writing to the parent(s)/guardian(s) 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.	
<p><b>Principal:</b> _____</p> <p><b>Date:</b> _____</p>		



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*Appendix 2: Checklist for Processing Application for Exemption from the study of Irish – 2.2.3*

**Castlebar Educate Together National School**

**For completion by the school**

CHECKLIST FOR PROCESSING APPLICATIONS FOR EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE WITH CIRCULAR 0054/2022 2.2.3			
A pupil who experiences a high level of multiple and persistent needs that are a significant barrier to the pupil's participation and engagement in their learning and school life			
<b>Name of school</b>			
<b>School roll number</b>			
<b>Name of pupil</b>			
<b>Date of birth</b>			
<b>PPS Number</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) has/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) and pupil.		
b)	The parent(s)/guardian(s) has/have been advised of the next steps in processing the application.		
c)	The parent(s)/guardian(s) and pupil have been informed of any implications of an exemption from the study of Irish now and into the future.		



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d)	The parent(s)/guardian(s) has/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) has/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 pupil.		
g)	The pupil's Student Support File has been reviewed.		
h)	The pupil's class teacher and SET team has been consulted.		
<b>3. CONFIRMING A DECISION</b>			
		<b>Yes</b>	<b>No</b>
a)	The above named pupil:		
	1. has at least reached second class		
	<b>and</b>		
	2. experiences a high level of multiple and persistent needs that are a very significant and continuing barrier to his/her participation and engagement in his/her learning and school life		
	<b>and</b>		
	3. whose school has substantial written evidence that these needs persist despite targeted and individualised Student Support Plans to address those needs		
	<b>and</b>		
	4. whose school has substantial written evidence that these individualised Student Support Plans have been implemented over not less than two school years, and have been monitored and reviewed by the school in collaboration with the parent(s)/guardian(s) and the pupil		
	<b>and</b>		



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	5. who has been given every reasonable opportunity to participate in the learning of Irish in mainstream classes for as long as possible in keeping with the integrated approach in the Primary Languages Curriculum and acknowledging that pupils at a young age adapt and improve over time		
	<b>and</b>		
	6. the Principal is satisfied that the granting of an exemption is in the overall best interests of the pupil concerned		
b)	An exemption from the study of Irish <u>is granted</u> <input type="checkbox"/>		
	or		
	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).			
<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) 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: _____			



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*Appendix 2: Checklist for Processing Application for Exemption from the study of Irish – 2.2.4(i)*

**Castlebar Educate Together National School**

**For completion by the school**

CHECKLIST FOR PROCESSING APPLICATIONS FOR EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE WITH CIRCULAR 0054/2022 2.2.4(i)			
A pupil was/is enrolled in a recognised Special School or a Special Class in a mainstream school.			
<b>Name of school</b>			
<b>School roll number</b>			
<b>Name of pupil</b>			
<b>Date of birth</b>			
<b>PPS Number</b>			
<b>1. 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) has/have been informed that the application will be processed within 21 school days of date of receipt.		
<b>2. 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) and pupil.		
b)	The parent(s)/guardian(s) has/have been advised of the next steps in processing the application.		
c)	The parent(s)/guardian(s) and pupil have been informed of any implications of an exemption from the study of Irish now and into the future.		





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d)	The parent(s)/guardian(s) has/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) has/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 pupil.		
<b>3. CONFIRMING A DECISION</b>			
		<b>Yes</b>	<b>No</b>
a)	The above named pupil 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).			
<b>4. 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) and the reason(s) for not granting an exemption where relevant.		



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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> _____			



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*Appendix 2: Checklist for Processing Application for Exemption from the study of Irish – 2.2.4(ii)*

**Castlebar Educate Together National School**

**For completion by the school**

CHECKLIST FOR PROCESSING APPLICATIONS FOR EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE WITH CIRCULAR 0054/2022 2.2.4(ii)			
A pupil 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>Name of school</b>			
<b>School roll number</b>			
<b>Name of pupil</b>			
<b>Date of birth</b>			
<b>PPS Number</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) has/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) and pupil.		
b)	The parent(s)/guardian(s) has/have been advised of the next steps in processing the application.		
c)	The parent(s)/guardian(s) and pupil have been informed of any implications of an exemption from the study of Irish now and into the future.		



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d)	The parent(s)/guardian(s) has/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) has/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 pupil.		
<b>3. CONFIRMING A DECISION</b>			
		<b>Yes</b>	<b>No</b>
a)	The above named pupil 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).			
<b>4. 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) and the reason(s) for not granting an exemption where relevant.		



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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> _____			



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*Appendix 2: Checklist for Processing Application for Exemption from the study of Irish – 2.2.5*

**Castlebar Educate Together National School**

**For completion by the school**

CHECKLIST FOR PROCESSING APPLICATIONS FOR EXEMPTION FROM THE STUDY OF IRISH IN ACCORDANCE WITH CIRCULAR 0054/2022 2.2.5			
A pupil whose parent(s)/guardian(s) is a/are diplomatic or consular representatives of another country in Ireland			
<b>Name of school</b>			
<b>School roll number</b>			
<b>Name of pupil</b>			
<b>Date of birth</b>			
<b>PPS Number</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) has/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) and pupil.		
b)	The parent(s)/guardian(s) has/have been advised of the next steps in processing the application.		
c)	The parent(s)/guardian(s) and pupil have been informed of any implications of an exemption from the study of Irish now and into the future.		



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d)	The parent(s)/guardian(s) has/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) has/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 pupil.		
<b>3. CONFIRMING A DECISION</b>			
		<b>Yes</b>	<b>No</b>
a)	The above named pupil is a child of a diplomatic or consular representative of another country in Ireland.		
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).			
<b>4. 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) 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.		



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**Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_





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*Appendix 3: Certificate of Exemption from the Study of Irish: 2.2.1(a)*

**CERTIFICATE OF EXEMPTION FROM THE STUDY OF IRISH  
CIRCULAR 0054/2022**

<b>Name of Pupil</b>		<b>Date of Birth</b>	
<b>Name of School</b>		<b>Roll Number</b>	
<b>School Address</b>			
<p>The above-named pupil has been granted an exemption from the study of Irish in accordance with the terms of Circular 0054/2022 and on the grounds of the following exceptional circumstance</p>			
<b>2.2.1(a)</b>	<p>The pupil is not less than 12 years of age on the day of their enrolment or re-enrolment whose education was received outside the State (for a minimum period of three consecutive years) where he/she did not have the opportunity to engage in the study of Irish.</p>		
<p><b>Possible implications of exemption from the study of Irish for my son/daughter have been explained to me.</b></p>			



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<b>Signed:</b>  _____	<b>Date:</b>	<b>Signed:</b>  _____	<b>Date:</b>
<b>Parent/Carer</b>		<b>Parent/Carer</b>	
<b>School Principal signature:</b>			<b>Date:</b>



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*Appendix 3: Certificate of Exemption from the Study of Irish: 2.2.1(b)*

**CERTIFICATE OF EXEMPTION FROM THE STUDY OF IRISH  
CIRCULAR 0054/2022**

<b>Name of Pupil</b>		<b>Date of Birth</b>	
<b>Name of School</b>		<b>Roll Number</b>	
<b>School Address</b>			
<p>The above-named pupil has been granted an exemption from the study of Irish in accordance with the terms of Circular 0054/2022 and on the grounds of the following exceptional circumstance</p>			
<b>2.2.1(b)</b>	<p>The pupil's education was received outside the State (for a minimum period of three consecutive years) where he/she did not have opportunity to engage in the study of Irish and who is enrolling following the completion of the full course of primary education recognised by another state.</p>		
<p><b>Possible implications of exemption from the study of Irish for my son/daughter have been explained to me.</b></p>			



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<b>Signed:</b>  _____	<b>Date:</b>	<b>Signed:</b>  _____	<b>Date:</b>
<b>Parent/Carer</b>		<b>Parent/Carer</b>	
<b>School Principal signature:</b>			<b>Date:</b>



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*Appendix 3: Certificate of Exemption from the Study of Irish: 2.2.2*

**CERTIFICATE OF EXEMPTION FROM THE STUDY OF IRISH  
CIRCULAR 0054/2022**

<b>Name of Pupil</b>		<b>Date of Birth</b>	
<b>Name of School</b>		<b>Roll Number</b>	
<b>School Address</b>			
<p>The above-named pupil has been granted an exemption from the study of Irish in accordance with the terms of Circular 0054/2022 and on the grounds of the following exceptional circumstance</p>			
<b>2.2.2</b>	<p>The pupil has at least reached second class and experiences significant literacy difficulties which are an obstacle to their learning across the curriculum and which are persistent despite having had access to a differentiated approach to language and literacy learning in all subjects/across the curriculum and over time and presents with a standardised score on a discrete test in either Word Reading, Reading Comprehension or Spelling at/below the 10th percentile.</p>		
<p><b>Possible implications of exemption from the study of Irish for my son/daughter have been explained to me.</b></p>			



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<b>Signed:</b>  _____	<b>Date:</b>	<b>Signed:</b>  _____	<b>Date:</b>
<b>Parent/Carer</b>		<b>Parent/Carer</b>	
<b>School Principal signature:</b>			<b>Date:</b>



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*Appendix 3: Certificate of Exemption from the Study of Irish: 2.2.3*

**CERTIFICATE OF EXEMPTION FROM THE STUDY OF IRISH  
CIRCULAR 0054/2022**

<b>Name of Pupil</b>		<b>Date of Birth</b>	
<b>Name of School</b>		<b>Roll Number</b>	
<b>School Address</b>			
<p>The above-named pupil has been granted an exemption from the study of Irish in accordance with the terms of Circular 0054/2022 and on the grounds of the following exceptional circumstance</p>			
<b>2.2.3</b>	<p>The pupil has at least reached second class and experiences a high level of multiple and persistent needs, that persist despite targeted and individualised Student Support Plans to address those needs (over not less than two years) and which are a significant barrier to the pupil's participation and engagement in their learning and school life and who been given every reasonable opportunity to participate in the learning of Irish in mainstream classes for as long as possible and the Principal is satisfied that the granting of an exemption is in the overall best interests of the pupil concerned.</p>		
<p><b>Possible implications of exemption from the study of Irish for my son/daughter have been explained to me.</b></p>			



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<b>Signed:</b>  _____	<b>Date:</b>	<b>Signed:</b>  _____	<b>Date:</b>
<b>Parent/Carer</b>		<b>Parent/Carer</b>	
<b>School Principal signature:</b>			<b>Date:</b>





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*Appendix 3: Certificate of Exemption from the Study of Irish: 2.2.4(i)*

**CERTIFICATE OF EXEMPTION FROM THE STUDY OF IRISH  
CIRCULAR 0054/2022**

<b>Name of Pupil</b>		<b>Date of Birth</b>	
<b>Name of School</b>		<b>Roll Number</b>	
<b>School Address</b>			
<p>The above-named pupil has been granted an exemption from the study of Irish in accordance with the terms of Circular 0054/2022 and on the grounds of the following exceptional circumstance</p>			
<b>2.2.4(i)</b>	The pupil was/is enrolled in a recognised Special School or a Special Class in a mainstream school.		
<p><b>Possible implications of exemption from the study of Irish for my son/daughter have been explained to me.</b></p>			



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<b>Signed:</b>  _____	<b>Date:</b>	<b>Signed:</b>  _____	<b>Date:</b>
<b>Parent/Carer</b>		<b>Parent/Carer</b>	
<b>School Principal signature:</b>			<b>Date:</b>



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*Appendix 3: Certificate of Exemption from the Study of Irish: 2.2.4(ii)*

**CERTIFICATE OF EXEMPTION FROM THE STUDY OF IRISH  
CIRCULAR 0054/2022**

<b>Name of Pupil</b>		<b>Date of Birth</b>	
<b>Name of School</b>		<b>Roll Number</b>	
<b>School Address</b>			
<p>The above-named pupil has been granted an exemption from the study of Irish in accordance with the terms of Circular 0054/2022 and on the grounds of the following exceptional circumstance</p>			
<b>2.2.4(ii)</b>	The pupil 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		
<p><b>Possible implications of exemption from the study of Irish for my son/daughter have been explained to me.</b></p>			



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<b>Signed:</b>  _____	<b>Date:</b>	<b>Signed:</b>  _____	<b>Date:</b>
<b>Parent/Carer</b>		<b>Parent/Carer</b>	
<b>School Principal signature:</b>			<b>Date:</b>



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*Appendix 3: Certificate of Exemption from the Study of Irish: 2.2.5*

**CERTIFICATE OF EXEMPTION FROM THE STUDY OF IRISH  
CIRCULAR 0054/2022**

<b>Name of Pupil</b>		<b>Date of Birth</b>	
<b>Name of School</b>		<b>Roll Number</b>	
<b>School Address</b>			
<p>The above-named pupil has been granted an exemption from the study of Irish in accordance with the terms of Circular 0054/2022 and on the grounds of the following exceptional circumstance</p>			
<b>2.2.5</b>	The pupil's parent(s)/guardian(s) is a/are diplomatic or consular representatives of another country to Ireland irrespective of age or educational history.		
<p><b>Possible implications of exemption from the study of Irish for my son/daughter have been explained to me.</b></p>			
<b>Signed:</b>	<b>Date:</b>	<b>Signed:</b>	<b>Date:</b>



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<hr/> <b>Parent/Carer</b>		<hr/> <b>Parent/Carer</b>	
<b>School Principal signature:</b>			<b>Date:</b>



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*Appendix 3: Consent for retention of relevant documentation*

**EXEMPTION FROM THE STUDY OF IRISH  
CIRCULAR 0054/2022**

**Consent for retention of relevant documentation**

Dear parents/carers,

In respect of the recent issuing of a Certificate of Exemption from the study of Irish for your child; \_\_\_\_\_,  
please note the below:

***The application form, checklists, all supporting documentation, and a copy of the Certificate of Exemption will be retained by the school in accordance with data protection legislation and will be made available for inspection by authorised officers of the Department. In maintaining such documentation, schools should ensure that they have obtained appropriate parental/guardian consent for the retention and use of such records.***

Please sign below to indicate that you give consent for the school to retain this information.

Many thanks,

Sarah Calvey

(Principal)

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**EXEMPTION FROM THE STUDY OF IRISH  
CIRCULAR 0054/2022**

**Consent for retention of relevant documentation**

I/we, \_\_\_\_\_,

parents/carers of \_\_\_\_\_,

consent to the retention of all relevant documentation relating to our child's application for an exemption from the study of Irish, in accordance with Department of Education circular 0054/2022.

Signed: \_\_\_\_\_



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Date: \_\_\_\_\_