

Brainse an Iarbhunoideachais
An Roinn Oideachais agus Eolaíochta,
Cor na Madadh,
Baile Átha Luain,
Co. na hIarmhí.
Fón: 09064-83600



Post-Primary Administration,
Department of Education and Science
Cornamaddy,
Athlone,
Co. Westmeath.
Ph: 09064-83600

The Principal, Secretary and relevant Teaching Staff (Career Guidance, Resource Teachers etc) at Post Primary Schools.

Information Note to Circular M02/95 Repeat of a Year at Post Primary

I refer to the above Circular. Where exemption to repeat a school year is granted by a school, there is no longer a requirement for a school to submit a copy of the exemption form M02/95A - Certification of Eligibility of Pupils to Repeat a School Year, to the Department, **where such information has already been submitted to the Department (i.e. Database Section) via the October Returns.**

Before the submission of the October Returns, schools should enter exemptions to repeat a year, granted in accordance with the terms of the Circular, **on the pupil's record on the local student administration system (facility/dataset). This information will then be submitted electronically to the Department via the October Returns files.**

Where an exemption to Repeat a Year is granted following the submission of the October Returns, **only** then should a copy of the repeat of a year certificate be sent to the Department for update on the Departments database. A copy of the Form M02/95A and supporting documentation must be retained by the school and must be available for inspection by authorised officers of the Department.

Repeat of Leaving Certificate Course Fees: Circular 0095/2007 outlines the procedure regarding the payment of Repeat of Leaving Certificate Course Fees and should be read prior to completion of form M02/95 C.

Circular M02/95 together with applications and certificates relating to Repeat of a Year at Post Primary Level may also be accessed and downloaded from the Departments website at www.education.ie by entering "M02/95" into the search facility at the top of the homepage.

If there are any queries, please contact (01) 873 4700 ext 3870 /3906/4022 or 3990 or directly on 09064 - 83870 / 3906/4022 or 3990.

Schools Division – Post Primary Pupils Database Section
September 2013