

Directorate: Place  
Team: Regulatory Services

Reply to Licensing  
Call 01908 252800 Ref: M154565  
E-mail licensing@milton-keynes.gov.uk



Principal Head Teacher  
Lord Grey  
Rickleby Lane  
Bletchley  
Milton Keynes MK3 6EW

January 27<sup>th</sup> 2020

Dear Headteacher

**Students working part time ages 13 – 16  
Requirement to obtain a work permit**

I am writing to ask if you would include as part of any general communication to students between the ages of 13 and 16 (or indeed their parents) a reminder that a work permit is required for young people in employment. Typically some students work part time doing paper rounds, Saturday jobs etc. but because they are below the school leaving age there is a legal requirement that their employer should obtain a work permit through the Council.

The Local Authority does not have concerns that there are widespread young person employment issues in Milton Keynes, but I am writing to every secondary school to see if you could include reference to the subject in some way.

Whilst we have issued a large number of work permits, it can be difficult to trace employers employing students and the Local Authority would like to try and reach any students (or parents of students), who are working without a permit. This is so we can contact employers direct on their legal responsibilities and receive risk assessments. The purpose of the system is to ensure the health, welfare and education of the child will not suffer if they are working. In the vast majority of cases a work permit is issued without concern and we always consult schools on individual applications.

Children under the age of 13 are not permitted to be employed, and the requirement for a work permit ends when a child reaches a defined age of the last Friday in June during the school year in which they become 16. As a result some children will still need a work permit when they are 16. There are restrictions on the type of work that can be undertaken, how many hours can be worked during a week and also which hours of the day. Work experience organised through a school is exempt as is work covered by a Children's Performance Licence.

Please do contact me with any queries or questions and thank you for any steps you could take.

Yours faithfully

**Licensing Officer**

Regulatory Services, Civic Offices, 1 Saxon Gate East,  
Central Milton Keynes MK9 3EJ

Tel: (01908) 691691 Fax: (01908) 258159 Havs DX 31406 Milton Keynes

