

Part-time Employment Pupil Permit Application Form Guidance (page 1 of 2)

Pupil or Parent can get a copy of the Permit form from the school office.

Pupil

Section 1 to be completed by the pupil

- Pupil can ask for a copy of the form from the school office. Pupil to complete and share with parent/Carer to complete the next section.

Parent

Section 2 to be completed by the parent/Carer

- Parent/Carer to complete. Parent/Carer or pupil to share with employer to complete the next section

Employer

Section 3 to be completed by prospective employer

- Once completed the form is to be returned to the school the pupil attends

School Office

Completed form to be returned to the school office

- After sections 1 to 3 have been completed the pupil should return this to the school office.

Headteacher

Section 4 to be completed by member of Staff

- Headteacher / Pupil Support Teacher or designated member of staff will check the pupils details and the proposed place of employment. The proposed place of employment may be contacted to confirm the details.

Pupil

Section 5 to be signed and dated by the pupil

- the Declaration should be signed and dated by the pupil confirming that the "Employment of Children: A Guide for Children" has been read and understood.

Following completion of this the School will forward the summary details outlined in **Section 6** and send this to educationadminhub@dumgal.gov.uk

Please note: The Police have right of access to the school's files on employment permits and documentation should therefore be available on request.

The Part-time Employment Pupil Permit Application Form Guidance (page 2 of 2)

Headteacher **Section 6** Permit to undertake employment agreed

- For schools they will refer to an internal document **Appendix 1**

Parent school will send a Permit copy to the parent/Carer

- The school office will also send a copy of "Employment of Children: A Guide for Children" and a covering letter (internal document **Appendix 2**) advising the parent/Carer that the permit can be withdrawn at any time if it is believed that the employment is detrimental to the interests of the pupil.

Employer school will send a Permit copy to the employer

- The school will send a copy of the permit and the document "Employment of Children: A Guide for Children" to the prospective employer who should complete and return the reply slip indicating receipt.

Please note that where the Headteacher does **not** recommend the granting of a permit at **Section 6**, the Headteacher will inform the parent/Carer in writing.

The Headteacher will state the reasons for refusing the permit and notify the parent/Carer that there is a right of appeal to the Director, Education Services against the decision. The parent/Carer should use the following email to lodge any appeal educationadminhub@dumgal.gov.uk

The decision of the Director, Skills Education and Learning is final.

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