

**Children's Services**  
**Attendance (statutory), Child employment and entertainment, Elective  
home education and children missing education (ACE)**

**Child Employment Overview**

1. S.34-36 of the Children and Young Person's Act 1963, in conjunction with Byelaws of the local authority regulate the employment of children of compulsory school age.
2. (ACE) is the designated service within the local authority for the oversight, administration and approval of child employment work permit application, on behalf of the Executive Director of Children's Services.
3. Details of permitted types of employment and permitted hours are contained in the Byelaws and (ACE) information leaflets for children and employers of school children - *School children and part-time work*, both of which can be found in the online [\(ACE\) reference manual](#).
4. Work permits for child employment are normally issued by to the Local Authority where the employment is taking place.
5. Application form for a permit can be requested from ACE or downloaded from the website. This should be completed, signed and returned giving a minimum of 10 days notice.
6. On receipt of the work permit application, necessary checks will be undertaken in order to ensure that the conditions of employment meet the requirements of the Byelaws.
7. (ACE) will prepare, sign (on behalf of Executive Director of Children's Services) and issue the work permit.
8. In addition to issuing of work permits, (ACE) also have the responsibility within the Local Authority for:
  - (a) Promoting information about the employment of children with the Local Authority amongst schools, businesses etc.
  - (b) Responding to any concerns raised about the possible illegal employment of children within the Local Authority
  - (c) Initiating any legal action in relation to child employment in cases where an employer fails to rectify any breaches to child employment legislation and Local Authority by-laws.