

# SHEFFIELD CITY COUNCIL

## Admissions Committee

### Meeting held 20 November 2018

**PRESENT:** Councillors Lisa Banes, Talib Hussain, Douglas Johnson, Bob Pullin and Andrew Sangar

.....

#### **1. APPOINTMENT OF CHAIR**

1.1 In the absence of the Chair (Councillor Chris Rosling-Josephs), Councillor Lisa Banes was appointed Chair of the meeting.

#### **2. APOLOGIES FOR ABSENCE**

2.1 Apologies for absence were received from Councillor Chris Rosling-Josephs (Chair) and Councillors Michelle Cook and Kaltum Rivers (with Councillor Douglas Johnson attending as Councillor River's substitute).

#### **3. EXCLUSION OF PUBLIC AND PRESS**

3.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on item 7 on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information as described in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972, as amended.

#### **4. DECLARATIONS OF INTEREST**

4.1 There were no declarations of interest.

#### **5. MINUTES OF PREVIOUS MEETING**

5.1 The minutes of the meeting of the Committee held on 30<sup>th</sup> October, 2018, were approved as a correct record.

#### **6. ACTION TAKEN UNDER DELEGATED POWERS**

6.1 The Committee noted that, since its last meeting, no decisions had been made by the Executive Director, People Services, in consultation with the Chair of the Committee, under powers delegated to her with regard to home to school transport or school admissions.

#### **7. HOME TO SCHOOL TRANSPORT APPEALS**

7.1 Verbal Appeal (KE/UP01)

- 7.1.1 In attendance were the appellant, the child's uncle and Andy Tierney (Customer Services).
- 7.1.2 The Chair welcomed everyone to the meeting and asked attendees to introduce themselves. She then outlined the procedure which would be followed during the meeting.
- 7.1.3 The Executive Director, People Services, submitted a report and commented upon a case where the parents had appealed against the administrative decision made by the Executive Director with regard to the refusal to grant a home to school travel bus pass (Case No. KE/UP01).
- 7.1.4 Andy Tierney explained the Stage 1 review and Stage 2 appeals process regarding the City Council's Home to School Transport Policy. Mr. Tierney informed the Committee of the reasons why the request for a home to school travel pass had been refused at Stage 1.
- 7.1.5 The appellants explained to the Committee the reasons for the request for the travel pass.
- 7.1.6 In response to questions from Members, the appellants stated that the child had attended King Edward VII Lower School and had moved to King Edward VII Upper School in September, 2018. They further stated that he has lessons on both sites and had been given a zero fare bus pass from when he had started to attend the school. Andy Tierney informed Members that previous bus passes had been issued in error and such error had only come to light this academic year.
- 7.1.7 At this stage in the proceedings, the appellants left the meeting to enable the Committee to consider the evidence.
- 7.1.8 RESOLVED: That the appeal be not upheld on the grounds that there are no exceptional circumstances demonstrated and, having regard to the Council's Home to School Transport Policy, the school that the pupil is requesting a pass for is not their catchment school/nearest suitable school (Case No. KE/UP01).
- 7.2 Verbal Appeal (BR08)
- 7.2.1 In attendance were the appellant and Andy Tierney (Customer Services).
- 7.2.2 The Chair welcomed everyone to the meeting and asked attendees to introduce themselves. She then outlined the procedure which would be followed during the meeting.
- 7.2.3 The Executive Director, People Services, submitted a report and commented upon a case where the parents had appealed against the administrative decision made by the Executive Director with regard to the refusal to grant a home to school travel bus pass (Case No. BR08).
- 7.2.4 Andy Tierney explained the Stage 1 review and Stage 2 appeals process regarding the City Council's Home to School Transport Policy. Mr. Tierney

informed the Committee of the reasons why the request for a home to school travel pass had been refused at Stage 1.

7.2.5 The appellant explained to the Committee the reasons for the request for the travel pass.

7.2.6 In response to questions from Members, the appellant stated that there had been a number of inconsistencies regarding decision letters being sent and received and this had caused a delay in the application being processed. The appellant further stated that his son had attended the feeder school for Bradfield and that he had attended that School with his peer group since Year 7. The Committee were informed that the zero fare bus pass had been granted in error the previous academic year, as were a number of other applications. Any delays in applications being processed were due to the busy period of applications and Stage 1 review requests in August/September.

7.2.7 At this stage in the proceedings, the appellant left the meeting to enable the Committee to consider the evidence.

7.2.8 RESOLVED: That the appeal be not upheld on the grounds that there are no exceptional circumstances demonstrated and, having regard to the Council's Home to School Transport Policy, the school that the pupil is requesting a pass for is not their catchment school/nearest suitable school (Case No. BR08).

### 7.3 Written Appeals

7.3.1 The Executive Director, People Services, submitted a report and commented upon a case where parents had appealed against the administrative decision made by the Executive Director with regard to the refusal to grant a home to school travel bus pass (Case No.KE/LO01).

7.3.2 The Committee gave consideration to all the supporting information and evidence provided by the pupil's parents and the additional information submitted at the hearing and, arising therefrom, it was:-

7.3.3 RESOLVED: That consideration of the case be deferred to enable the Executive Director to obtain further medical evidence with regard to the child (Case No. KE/LO01).

## 8. **DATE OF NEXT MEETING**

8.1 It was noted that the next meeting of the Committee would be held on Tuesday, 11<sup>th</sup> December, 2018, at 1.00 p.m., in the Town Hall.