

# SHEFFIELD CITY COUNCIL

## Admissions Committee

### Meeting held 30 October 2018

**PRESENT:** Councillors Chris Rosling-Josephs (Chair), Michelle Cook,  
Talib Hussain, Kaltum Rivers and Andrew Sangar

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#### **1. APOLOGIES FOR ABSENCE**

- 1.1 Apologies for absence were received from Councillors Lisa Banes and Bob Pullin.

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

- 2.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on items 6 and 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.

#### **3. DECLARATIONS OF INTEREST**

- 3.1 There were no declarations of interest.

#### **4. MINUTES OF PREVIOUS MEETING**

- 4.1 The minutes of the meeting of the Committee held on 11<sup>th</sup> September, 2018, were approved as a correct record.

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

- 5.1 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.

#### **6. SCHOOL ADMISSION REQUESTS - SECONDARY SCHOOL PLACES**

- 6.1 The Executive Director, People Services, submitted reports and commented upon two cases where parents had made requests for the Committee to consider changes in the families' circumstances, in connection with their requests for places at their preferred schools and, arising therefrom, it was:-

- 6.2 RESOLVED: That (a) in Case No. FV1, authority be given for a new application to be processed on the grounds that the Committee considers that there has been a change in the medical circumstances of the child; and  
(b) in Case No. SL1, there had not been a material change in the family's

circumstances and therefore authority for a new application to be processed be not granted in respect of this case.

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

7.1 The Executive Director, People Services, submitted reports upon 10 cases where parents had appealed against the administrative decisions made by the Executive Director with regard to the refusal to grant home to school travel bus passes. The parents in four cases had indicated that they wished to make verbal representations at the hearing, but two out of the four parents had failed to attend, so the cases were heard in their absence (Case Nos. SP/AC01 and ST02).

### 7.2 Verbal Appeal – Case No.BR05

7.2.1 In attendance were the appellants, their local Councillor and Andy Tierney (Customer Services).

7.2.2 The Chair welcomed everyone to the meeting and asked attendees to introduce themselves. He 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. BR05).

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 appellants 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 she lived on the next road to her friend's house and although her address was just outside the catchment area for the school, there were exceptional circumstances for her child to attend the school.

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 upheld on the grounds that there are exceptional educational and family circumstances in the case (Case No.BR05).

### 7.3 Verbal Appeal – Case No.NO/DA03

- 7.3.1 In attendance were the appellants and Andy Tierney (Customer Services).
- 7.3.2 The Chair welcomed everyone to the meeting and asked attendees to introduce themselves. He then outlined the procedure which would be followed during the meeting.
- 7.3.3 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. NO/DA03).
- 7.3.4 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.
- 7.3.5 The appellants explained to the Committee the reasons for the request for the travel pass.
- 7.3.6 In response to questions from Members, the appellant stated that their home is situated on the very edge of Bradfield and that there was no safe walking route from home to her catchment school and that had she attended that School, she would have been entitled to a bus pass. The appellants also stated that their child had received a zero fare travel pass when she had attended primary school and failed to understand why this would change.
- 7.3.7 At this stage in the proceedings, the appellant left the meeting to enable the Committee to consider the evidence.
- 7.3.8 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.NO/DA03).

#### 7.4 Written Appeals

- 7.4.1 The Executive Director, People Services, submitted reports and commented upon eight cases where parents had appealed against the administrative decisions made by the Executive Director with regard to the refusal to grant home to school travel bus passes.
- 7.4.2 The Committee gave consideration to all the supporting information and evidence provided by the pupils' parents and, arising therefrom, it was:-
- 7.4.3 RESOLVED: That (a) four appeals 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 schools that the pupils are requesting passes for are not their catchment schools/nearest suitable schools (Case Nos. BR07, MA01, AL/SA03 and SP/AC01);

(b) two appeals be upheld on the grounds that there are exceptional family and medical circumstances in the cases (Case Nos. BR06 and ST02); and

(c) two appeals be deferred to allow for the Executive Director to obtain further information relating to the medical and family circumstances of the cases (Case Nos. SI/01 and SI/02).

**8. DATE OF NEXT MEETING**

- 8.1 It was noted that the next meeting of the Committee would be held on Tuesday, 20<sup>th</sup> November, 2018, at a time to be arranged, in the Town Hall.