

SHEFFIELD CITY COUNCIL

Admissions Committee

Meeting held 22 January 2019

PRESENT: Councillors Chris Rosling-Josephs (Chair), Michelle Cook, Bob Pullin, 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 Talib Hussain.

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, 7 and 8 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 In Agenda Item 7 (Primary Admissions Requests) (Item 8 of these minutes), Councillor Andrew Sangar declared a personal interest in Case No. J10 and left the room during consideration of the case.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting of the Committee held on 11th December, 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. HOME TO SCHOOL TRANSPORT APPEALS

6.1 Verbal Appeals KE/L005 and KE/L006

6.1.1 In attendance were the appellant and Julie Pryor (Customer Services).

6.1.2 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.

- 6.1.3 The Executive Director, People Services, submitted reports and commented upon two cases where the parent had appealed against the administrative decision made by the Executive Director with regard to the refusal to grant home to school travel bus passes (Case Nos.KE/LO05 and KE/LO06).
- 6.1.4 Julie Pryor explained the Stage 1 review and Stage 2 appeals process regarding the City Council's Home to School Transport Policy. Ms. Pryor informed the Committee of the reasons why the request for a home to school travel pass had been refused at Stage 1.
- 6.1.5 The appellant explained to the Committee the reasons for the request for a home to school travel pass for his children.
- 6.1.6 In response to questions raised by Members, the appellant stated that the three qualifying schools for his children were too far away or inaccessible, especially during inclement weather. He said that he lived in a different part of the city when he applied for the school and although not the catchment school, was closer than where he lived now. The appellant stated that he had applied for places at schools closer to his home but had been informed that the schools were full. On investigation, it had been found that no applications had been received by the Admissions Authority.
- 6.1.7 At this stage in the proceedings, the appellant left the meeting to enable the Committee to consider the evidence.
- 6.1.8 RESOLVED: That the 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 school that the pupils are requesting passes for are not one of the three qualifying schools (KE/LO05 and KE/LO06).
- 6.2 Verbal Appeal K1/EC02
- 6.2.1 In attendance were the appellants and Julie Pryor (Customer Services).
- 6.2.2 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.
- 6.2.3 The Executive Director, People Services, submitted a report and commented upon a case where the parent 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.K1/EC02).
- 6.2.4 Julie Pryor explained the Stage 1 review and Stage 2 appeals process regarding the City Council's Home to School Transport Policy. Ms. Pryor informed the Committee of the reasons why the request for a home to school travel pass had been refused at Stage 1.
- 6.2.5 The appellants explained to the Committee the reasons for the request for a home

to school travel pass for their child.

6.2.6 In response to questions raised by Members, the appellants stated that their child had been allocated a school but following an induction day at that school, he became very upset and following appeal, was granted a place at his current school where his peer group from primary school also attend. 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.

6.2.7 At this stage in the proceedings, the appellants left the meeting to enable the Committee to consider the evidence.

6.2.8 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 one of the three qualifying schools (KI/EC02).

6.3 Verbal Appeal – UTC OP01

6.3.1 The appellant in this case had indicated that they wished to attend the hearing, however, after reasonable time had elapsed, The Committee agreed to defer the case and offer the appellant the opportunity to attend at a future date.

6.4 Written Appeal – SO03

6.4.1 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.

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

6.4.3 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.SO03).

7. SCHOOL ADMISSION REQUESTS - SECONDARY SCHOOL PLACES

7.1 The Executive Director, People Services, submitted reports and commented upon 11 cases where parents had expressed a wish for their children to be admitted to secondary schools of their choice. The Executive Director stated that places in secondary schools had been identified by the City Council, in accordance with the published admission criteria, and it had been agreed that the Executive Director would provisionally allocate places at those schools where there were places available, up to the standard number/admission limit. The Committee was requested to consider prioritising the pupils on waiting lists, within their respective categories, for admission if and when places become available.

7.3 The Committee were informed that nine cases had been withdrawn, as the places had been allocated (Case Nos. 1, 2, 4, 5, 7, 8, 9, 10 and 11).

7.4 The Committee gave consideration to all the supporting evidence and information provided by the pupils' parents including, in both cases, evidence and advice provided by voluntary or professional bodies and organisations and, arising therefrom, it was:-

7.5 RESOLVED: That (a) one pupil be not prioritised on the waiting list, within the respective category, on the grounds that the Committee considers that there are no exceptional educational, financial, medical or family circumstances demonstrated (Case No.3); and

(b) one pupil be prioritised at the top of the waiting list in the "catchment" category on the grounds that there are exceptional medical circumstances (Case No.6).

8. SCHOOL ADMISSION REQUESTS - PRIMARY SCHOOL PLACES

8.1 The Executive Director, People Services, submitted reports and commented upon 33 cases where parents had expressed a wish for their children to be admitted to primary schools of their choice. The Executive Director stated that places in primary schools had been identified by the City Council, in accordance with the published admission criteria, and it had been agreed that the Executive Director would provisionally allocate places at those schools where there were places available, up to the standard number/admission limit. The Committee was requested to consider prioritising the pupils on waiting lists, within their respective categories, for admission if and when places become available.

8.2 The Committee gave consideration to all the supporting evidence and information provided by the pupils' parents including, in some cases, evidence and advice provided by voluntary or professional bodies and organisations and, arising therefrom, it was:-

8.3 RESOLVED: That (a) eight pupils be not prioritised on the waiting lists, within their respective categories, on the grounds that the Committee considers that there are no exceptional educational, financial, medical or family circumstances demonstrated (Case Nos.J2, J3, J5, J10, J13, J19, J21 and J32);

(b) six pupils be prioritised at the top of the waiting list in the 'catchment' category on the grounds that there are exceptional medical and/or family circumstances (Case Nos.J4, J8, J11, J14, J20 and J23);

(c) four pupils be prioritised at the top of the waiting list in the 'sibling' category on the grounds that there are exceptional medical circumstances (Case Nos. J6, J9, J15 and J28); and

(d) 15 pupils be prioritised at the top of the waiting list in the 'non-catchment' category on the grounds that there are exceptional medical circumstances (Case Nos. J1, J7, J12, J16, J17, J18, J22, J24, J25, J26, J27, J29, J30, J31 and J33).

9. DATE OF NEXT MEETING

- 9.1 It was noted that the next meeting of the Committee would be held on Tuesday, 12th February, 2019, at 2.00 p.m. in the Town Hall.