

Admissions Committee

Tuesday 21 January 2020 at 12.30 pm

To be held at the Town Hall, Pinstone Street, Sheffield, S1 2HH

Membership

Councillors Chris Rosling-Josephs (Chair), Vic Bowden, Michelle Cook, Peter Garbutt, Talib Hussain, Mike Levery and Sioned-Mair Richards

Substitute Members

To be appointed by the Chief Executive in consultation with the relevant Cabinet Portfolio Member or Opposition Spokesperson, as appropriate

PUBLIC ACCESS TO THE MEETING

The Admissions Committee carries out a statutory role, including the consideration of appeals regarding home to school transport and requests for primary and secondary school admissions.

As a lot of the work of this Committee deals with individual cases, some meetings may not be open to members of the public.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

If you would like to attend the meeting, please report to the First Point Reception desk at Town Hall, Pinstone Street, where you will be directed to the meeting room.

If you require any further information please contact John Turner on 0114 273 4122 or email john.turner@sheffield.gov.uk.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**ADMISSIONS COMMITTEE AGENDA
21 JANUARY 2020**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting**
To approve the minutes of the meeting of the Committee held on 3rd December, 2019
- 6. Action Taken Under Delegated Powers**
To note the decisions made by the Executive Director, People Services, acting under delegated authority, in consultation with the Chair of the Committee
- 7. Home to School Transport Appeals***
Report of the Executive Director, People Services
- 8. School Admission Requests - Primary School Places***
Report of the Executive Director, People Services
- 9. School Admission Requests - Secondary School Places***
Report of the Executive Director, People Services
- 10. Date of Next Meeting**
To note that the next meeting of the Committee will be held on Tuesday, 11th February, 2020, at 2.00 pm, in the Town Hall

*(NOTE: The reports at Items 7, 8 and 9 in the above agenda are not available to the public and press because they contain exempt information described in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972 (as amended))

This page is intentionally left blank

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either -
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Audit and Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email gillian.duckworth@sheffield.gov.uk.

This page is intentionally left blank

SHEFFIELD CITY COUNCIL

Admissions Committee

Meeting held 3 December 2019

PRESENT: Councillors Chris Rosling-Josephs (Chair), Vic Bowden, Michelle Cook, Peter Garbutt and Talib Hussain

.....

1. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Mike Levery.

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 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 12th November, 2019 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 him with regard to home to school transport or school admissions.

6. HOME TO SCHOOL TRANSPORT APPEALS

6.1 Verbal Appeal – WW01

6.1.1 In attendance were the appellant, an interpreter and Andy Tierney (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 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.WW01).

- 6.1.4 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.
- 6.1.5 The appellant, through her interpreter, explained to the Committee the reasons for the request for a home to school travel pass for her child.
- 6.1.6 In response to questions raised by Members, the appellant stated that she was the child's grandmother whom she looked after, as her son, the child's father, had mental health problems and the child's mother had abandoned her. She said that the child had suffered trauma in her young life but had now settled well into her current school and had started to make friends. The appellant also stated that she too has health problems. The appellant said that although her son lived on his own in a different part of the city, she takes the child to visit him.
- 6.1.7 At this stage in the proceedings, the appellant and the interpreter left the meeting to enable the Committee to consider the evidence.
- 6.1.8 RESOLVED: That the appeal be upheld on the grounds that there are exceptional educational, family and medical circumstances in the case (Case No.WW01).

6.2 Verbal Appeal – KI/EC01

- 6.2.1 The case had been scheduled to be heard at previous meeting of the Committee, but the appellant had failed to attend on that occasion, so the case was deferred to give her a further opportunity to attend and present her case. Although the appellant had expressed a wish to attend the hearing, she again failed to attend. She had submitted further evidence prior to the start of the hearing, and the case was heard in her absence based on the information submitted.
- 6.2.2 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.KI/EC01).
- 6.2.3 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.
- 6.2.4 RESOLVED: That a decision be deferred to allow the Executive Director, People Services to identify which are the three qualifying schools and the Executive Director, be authorised to make a decision in the case (Case No.KI/EC01).

6.3 Verbal Appeals – Case Nos.KI/ED02 and KI/ED03

- 6.3.1 In attendance were the appellant and Andy Tierney (Customer Services).
- 6.3.2 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.
- 6.3.3 The Executive Director, People Services, submitted reports and commented upon cases where the parent had appealed against the administrative decisions made by the Executive Director with regard to the refusal to grant home to school travel bus passes (Case Nos.KI/ED02 and KI/ED03).
- 6.3.4 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 requests for home to school travel passes had been refused at Stage 1.
- 6.3.5 The appellant explained to the Committee the reasons for the request for home to school travel passes for his children.
- 6.3.6 In response to questions raised by Members, the appellant stated that the school his children had attended previously taught Arabic as part of the curriculum and this was very important to him, his family and the local community for cultural and religious purposes. However, the school had ceased to teach Arabic from September this year, so he found an alternative school where the language would be taught and, after a successful appeal, his children now attended that school. The appellant said that his children had received travel passes to attend their previous school so couldn't understand why they were no longer entitled. Andy Tierney confirmed that the zero fare bus passes which had previously been granted had been done so in error.
- 6.3.7 At this stage in the proceedings, the appellant left the meeting to enable the Committee to consider the evidence.
- 6.3.8 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, is not one of the three qualifying schools (Case No.KI/ED02 and KI/ED03).

7. SCHOOL ADMISSION REQUESTS - PRIMARY SCHOOL PLACES

- 7.1 The Executive Director, People Services, submitted reports and commented upon cases where parents had made a request for the Committee to consider a change in the family's circumstances, in connection with their request for places at their preferred primary school and, arising therefrom, it was:-
- 7.2 RESOLVED: That upon consideration of the case, and with due regard to the additional information now submitted, the Committee considers that there had been a material change in the family's circumstances, and therefore, authority be given for a new application to be processed in these cases (Case Nos OUT/1 and

OUT/2).

(NOTE: In accordance with Council Procedure Rule 26 of the Council's Constitution and the provisions of Section 100B(4)(b) of the Local Government (Access to Information) Act 1985, the Chair decided that Case Nos. OUT/1 and OUT/2, be considered as matters of urgency in order for the requests to be considered at the earliest possible opportunity although it had not been possible to give five clear days' notice that the request was to be considered.)

8. DATE OF NEXT MEETING

- 8.1 It was noted that the next meeting of the Committee would be held on Tuesday, 21st January, 2020, at 12.30 p.m., in the Town Hall.