

**Admissions Committee**

**Meeting held 13 May 2015**

**PRESENT:** Councillors Pauline Andrews, Olivia Blake, Sioned-Mair Richards and Andrew Sangar

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**1. APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from the Chair and Deputy Chair, Councillors Chris Rosling-Josephs and Ian Saunders, respectively, and, accordingly, it was:-

1.2 RESOLVED That Councillor Andrew Sangar be appointed Chair of the meeting.

**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 Councillor Sioned-Mair Richards declared an interest in Case Nos. BW1 and BW2 and did not speak or vote on those cases.

**4. MINUTES OF PREVIOUS MEETING**

4.1 The minutes of the meeting of the Committee held on 15<sup>th</sup> April, 2015 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, Children, Young People and Families, 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 - PRIMARY SCHOOL PLACES**

6.1 Requests to Consider Change of Circumstances

6.1.1 The Executive Director, Children, Young People and Families, submitted reports and commented upon three 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:-

6.1.2 RESOLVED: That upon consideration of the cases, and with due regard to the additional information now submitted, the Committee considers that there has been a material change in the families' circumstances in all three cases and therefore authorises the Executive Director to process new applications in these cases (Case Nos. DJ1, BW1 and BW2).

6.2 Requests to prioritise on Waiting List

6.2.1 The Executive Director, Children, Young People and Families, submitted reports and commented upon two 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 available places, 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.

6.2.2 The Committee gave consideration to all the supporting information and evidence 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:-

6.2.3 RESOLVED: That both pupils be not prioritised on the waiting lists within their respective category, on the grounds that there are no exceptional educational, financial, medical or family circumstances demonstrated (Case Nos.ATH1 and ECC1).

(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.ATH1 and ECC1) 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 requests were to be considered).

**7. SCHOOL ADMISSION REQUESTS - SECONDARY SCHOOL PLACES - REQUESTS TO PRIORITISE ON WAITING LIST**

7.1 The Executive Director, Children, Young People and Families, submitted reports and commented upon two cases where parents had expressed a wish for their child 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 available places, 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.

7.2 The Committee gave consideration to all the supporting information and evidence 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:-

- 7.3 RESOLVED: That both pupils be not prioritised on the waiting lists within their respective category, on the grounds that there are no exceptional educational, financial, medical or family circumstances demonstrated (Case Nos.HS1 and KEcG1).

**8. DATE OF NEXT MEETING**

- 8.1 It was noted that the next meeting of the Committee will be held on a date to be arranged.

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