

# **Admissions Committee**

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**Wednesday 17 October 2012 at 1.00 pm**

**To be held at Howden House, Union  
Street, Sheffield**

**The Press and Public are Welcome to Attend**

## **Membership**

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**Councillors Chris Rosling-Josephs (Chair), Alison Brelsford, Talib Hussain,  
Martin Lawton, Nikki Sharpe, Clive Skelton and Vacancy**

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## **PUBLIC ACCESS TO THE MEETING**

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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](http://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, or you can ring on telephone no. 2734552. 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 Howden House, Union 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](mailto:john.turner@sheffield.gov.uk).

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## **FACILITIES**

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There are toilets available on all floors at Howden House.

Access for people with mobility difficulties can be obtained through both entrances to Howden House on Union Street.

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**ADMISSIONS COMMITTEE AGENDA  
17 OCTOBER 2012**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**  
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety 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 19<sup>th</sup> September, 2012
- 6. Action Taken Under Delegated Powers**  
To note the decisions made by the Executive Director, Children, Young People and Families, acting under delegated authority, in consultation with the Chair of the Committee
- 7. Home to School Transport Appeals**  
Report of the Executive Director, Children, Young People and Families
- 8. School Admission Requests - Secondary School Places**  
Report of the Executive Director, Children, Young People and Families
- 9. Date of Next Meeting**  
To note that the next meeting of the Committee will be held on Wednesday, 21<sup>st</sup> November, 2012, at 1.00 pm at Howden House

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**ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS**

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A new Standards regime was introduced on 1<sup>st</sup> July, 2012 by the Localism Act 2011. The new regime made changes to the way that your interests needed to be registered and declared. Prejudicial and personal interests no longer exist and they have been replaced by Disclosable Pecuniary Interests (DPIs).

The Act also required that provision is made for interests which are not Disclosable Pecuniary Interests and required the Council to introduce a new local Code of

Conduct for Members. Provision has been made in the new Code for dealing with “personal” interests.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously, and has been published on the Council’s website as a downloadable document at -<http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests>

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

Further advice can be obtained from Lynne Bird, Director of Legal Services on 0114 2734018 or email [lynne.bird@sheffield.gov.uk](mailto:lynne.bird@sheffield.gov.uk)

## ADMISSIONS COMMITTEE

### Meeting held 19<sup>th</sup> September 2012

PRESENT: Councillors Chris Rosling-Josephs (Chair), Alison Brelsford,  
Talib Hussain, Martin Lawton and Nikki Sharpe  
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#### 1. **WELCOME AND HOUSEKEEPING ARRANGEMENTS**

1.1 The Chair welcomed attendees to the meeting and outlined basic housekeeping and fire safety arrangements.

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

2.1 An apology for absence was received from Councillor Clive Skelton.

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

3.1 Councillors Talib Hussain and Martin Lawton declared personal interests in two cases in Item 7 on the agenda – Home to School Transport Appeals (Home to School Travel Bus Passes), and did not take part in the consideration of the respective appeals (Case No. AS2 and Ked 5).

#### 4. **MINUTES OF LAST MEETING**

4.1 The minutes of the meeting of the Committee held on 18<sup>th</sup> July 2012, were approved as a correct record.

#### 5. **EXCLUSION OF THE PUBLIC AND PRESS**

5.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on the following items of business to be considered on the grounds that they contain exempt information described in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972, as amended.

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

6.1 The Committee noted that, since its last meeting, no decisions had been made by the Acting 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.

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

7.1 Home to School Travel Bus Passes

- 7.1.1 The Acting Executive Director, Children, Young People and Families, submitted reports and commented upon 74 cases where parents had appealed against the administrative decisions made by the Acting Executive Director with regard to the refusal to grant home to school travel bus passes.
- 7.1.2 The Committee gave consideration to all the supporting information and evidence 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:-
- 7.1.3 RESOLVED: That (a) 27 appeals be upheld on the grounds that there are either exceptional educational, financial, medical or family circumstances in the cases, or on the grounds that the Committee considered that there were unsafe walking routes, with the passes in the cases now mentioned being granted up to the end of the 2012/13 academic year (Case Nos. PW2, PW3, PW4, PW5, HB1, LO1, ML1, ML2, ML3, NE1, SH1, SH2, AS3, AS4, FP1, FP2, FP4, FP5, HG1, HH1, Kecg2, NF1, NF2, NF3, NF4, NF5 and Sil1), with the decision in Case No. Sil 1 being subject to there being no places at Meadowhead;

(b) 45 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, (i) the distance from the home addresses of 17 pupils to the schools for which they are requesting passes for is less than the distance in the criteria (Case Nos. AN1, AS1, AS2, BD3, BD5, Ci1, Ci2, Ked3, MH1, MH2, MH3, MH4, MH5, MH6, MH7, MH8 and ND2), (ii) the schools that three of the pupils are requesting passes for are not their catchment schools/nearest suitable schools (Case Nos. HiG1, St.C1 and St.M1), (iii) 24 of the pupils do not attend one of their three nearest qualifying schools (Case Nos. AA1, AA2, AA3, BD1, BD2, BD6, FP3, HS1, HS2, Kecg1, Kecg3, Kecg4, Kecg5, Ked1, Ked2, Ked4, Ked5, Ked6, Sil2, Sil3, Sil4, Sil5, WF1 and YW10) and (iv) with regard to the remaining appeal, relating to a voluntary-aided school, the religious education provided at the school is not of the pupil's parents' religion or denomination (Case No. ND1); and

(c) consideration of the remaining two appeals be deferred to enable the Acting Executive Director, Children, Young People and Families, to seek further medical and financial information, respectively, from the pupils' parents (Case Nos. BD4 and PW1).

(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 four of the above appeals be considered as a matter of urgency in order for the appeals to be considered at the earliest possible opportunity, although it had not been possible to give five clear days' notice that the appeals were to be considered).

7.2 *Discretionary Home to School Transport (Special Educational Needs)*

7.2.1 The Acting Executive Director, Children, Young People and Families, submitted a report and commented upon a case where parents had appealed against an administrative decision made by the Acting Executive Director with regard to the refusal to fund discretionary home to school transport in respect of their child.

7.2.2 The Committee gave consideration to the information contained in the report now submitted and, arising therefrom, it was:-

7.2.3 RESOLVED: That consideration of the appeal be deferred to enable the pupil's parents to provide further medical information in respect of their child and, if and when such information is provided, authority be given for the Acting Executive Director, in consultation with the Chair, to determine the appeal (Case No. PM1).

8. **DATE OF NEXT MEETING**

8.1 It was noted that the next meeting of the Committee will be held on Wednesday, 17<sup>th</sup> October 2012, at 1.00 pm, at Howden House.

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