

# **Admissions Committee**

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**Wednesday 18 September 2013 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), Talib Hussain, Martin Lawton,  
Andrew Sangar, Ian Saunders, Nikki Sharpe and Clive Skelton

## **Substitute Members**

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

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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  
18 SEPTEMBER 2013**

**Order of Business**

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- 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 Meetings**  
To approve the minutes of the meetings of the Committee held on 17<sup>th</sup> July and 14<sup>th</sup> and 19<sup>th</sup> August, 2013
- 6. Action Taken Under Delegated Powers**  
To note the decisions made by the Interim 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 Interim Executive Director, Children, Young People and Families
- 8. School Admission Requests - Primary School Places**  
Report of the Interim 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, 16<sup>th</sup> October, 2013, at 1.00 pm, at Howden House

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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New standards arrangements were introduced by the Localism Act 2011. The new regime made changes to the way that members' interests are registered and declared.

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, and has been published on the Council's website as a downloadable document at -<http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests>

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 Standards Committee in relation to a request for dispensation.

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)

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**Admissions Committee**

**Meeting held 17 July 2013**

**PRESENT:** Councillors Chris Rosling-Josephs (Chair), Talib Hussain,  
Andrew Sangar, Ian Saunders, Nikki Sharpe and Clive Skelton

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**1. APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Martin Lawton.

**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 19<sup>th</sup> June, 2013 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 Interim 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. HOME TO SCHOOL TRANSPORT APPEALS**

6.1 The Interim Executive Director, Children, Young People and Families, submitted reports and commented upon six cases where parents had appealed against the administrative decisions made by the Interim Executive Director with regard to the refusal to grant home to school travel bus passes.

6.2 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:-

- 6.3 RESOLVED: That (a) five appeals be upheld on the grounds that there are either exceptional educational, financial, medical or family circumstances in the cases (Case Nos.EMM1, WEST1, defSAHAR1, defSHAR2 and defSHAR3); and

(b) one 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.RIV1).

## **7. SCHOOL ADMISSION REQUESTS**

### **7.1 Request for a Further Statutory Appeal Hearing**

- 7.1.1 The Interim Executive Director, Children, Young People and Families, submitted a report and commented upon a case where parents had made a request for a further statutory appeal hearing on the grounds of further medical information received and, arising therefrom, it was:-

- 7.1.2 RESOLVED: That upon consideration of the case, and with due regard to the additional information now submitted, the request for a further statutory appeal hearing be granted on the grounds that the Committee considers that there has been a material change in the family's medical circumstances (Case No.Keg1).

### **7.2 Request for Early Entry**

- 7.2.1 The Interim Executive Director, Children, Young People and Families, submitted a report and commented upon a case where parents had requested the City Council to give further consideration to an expressed preference for early entry into a reception class and, arising therefrom, it was:-

- 7.2.2 RESOLVED: That the request be not granted on the grounds that the Committee is of the opinion that there are no exceptional educational, financial, medical or family circumstances for allowing the child early entry to school (Case No. EA1).

(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 the above request be considered as a matter of urgency in order for the request 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 special meetings of the Committee would be arranged during August, 2013 to consider home to school transport appeals relating to denominational schools, and that Members would be advised of the times and dates in due course.

- 8.2 The next scheduled meeting of the Committee would be held on Wednesday, 18<sup>th</sup> September, 2013, at 1.00 p.m. at Howden House.

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# SHEFFIELD CITY COUNCIL

## Admissions Committee

### Meeting held 14 August 2013

**PRESENT:** Councillors Chris Rosling-Josephs, Talib Hussain, Andrew Sangar, Nikki Sharpe (Chair) and Clive Skelton

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

1.1 There were no apologies for absence.

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

2.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on item 4 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. HOME TO SCHOOL TRANSPORT APPEALS**

4.1 Further to the decision of the Cabinet at its meeting held on 19<sup>th</sup> June 2013, regarding the phased withdrawal of all discretionary free bus passes to denominational schools with effect from September, 2013, the Interim Executive Director, Children, Young People and Families, submitted reports and commented upon 14 cases where parents had appealed against the administrative decisions made by the Interim Executive Director with regard to the refusal to grant home to school travel bus passes.

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

4.3 RESOLVED: That (a) 12 appeals be not upheld on the grounds that there are no exceptional circumstances demonstrated and, having regard to the Council's recently revised Home to School Transport Policy, the schools that 13 of the pupils are requesting passes for are not their catchment school/nearest suitable school (Case Nos.STTH1, ALL1 ,ALL2, ALL3, ALL4, ALL5, NOT1, NOT2, NOT3, NOT4, NOT5, NOT6 and NOT7); and

(b) consideration of the remaining two appeals be deferred to enable the Interim Executive Director, Children, Young People and Families to make further investigations into the cases, along the lines now requested, and authority be

given to the Interim Executive Director, in consultation with the Chair of the Committee, to determine the appeals (Case Nos.SCCP1 and ALL2).

# SHEFFIELD CITY COUNCIL

## Admissions Committee

### Meeting held 19 August 2013

**PRESENT:** Councillors Chris Rosling-Josephs (Chair), Martin Lawton and Andrew Sangar

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

- 1.1 Apologies for absence were received from Councillors Talib Hussain, Ian Saunders, Nikki Sharpe and Clive Skelton.

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

- 2.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on item 4 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. HOME TO SCHOOL TRANSPORT APPEALS**

- 4.1 Further to the decision of the Cabinet at its meeting held on 19<sup>th</sup> June 2013, regarding the phased withdrawal of all discretionary free bus passes to denominational schools with effect from September 2013, the Interim Executive Director, Children, Young People and Families, submitted reports on two cases where parents had appealed against the decisions to withdraw the bus passes, and where the parents had requested that they attend the meeting to present their cases in person.

- 4.2 The Committee gave consideration to the parents' verbal and written representations, including parental wishes regarding religion or belief, and any evidence provided by voluntary or professional bodies and organisations, where submitted and, arising therefrom, it was:-

- 4.3 RESOLVED: That (a) one appeal be upheld on the grounds that there are exceptional financial circumstances in the case (Case No. NOT8); and

(b) one appeal be not upheld on the grounds that there are no exceptional circumstances demonstrated and, having regard to the Council's revised Home to School Transport Policy, the pupil does not attend his catchment area school/nearest suitable school (Case No. ALL6).

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