

# **Admissions Committee**

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**Wednesday 17 February 2016 at 2.00 pm**

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

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

## **Membership**

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Councillors Nasima Akther, Anne Murphy, Chris Peace, Andrew Sangar and Ian Saunders

## **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. 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](mailto:john.turner@sheffield.gov.uk).

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## **FACILITIES**

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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.

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**ADMISSIONS COMMITTEE AGENDA  
17 FEBRUARY 2016**

**Order of Business**

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- 1. Appointment of Chair**  
To appoint a Chair of the Committee for the remainder of the Municipal Year 2015/16
- 2. Welcome and Housekeeping Arrangements**
- 3. Apologies for Absence**
- 4. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 5. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 6. Minutes of Previous Meeting**  
To approve the minutes of the meeting of the Committee held on 20<sup>th</sup> January, 2016
- 7. 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
- 8. Home to School Transport Appeals**  
Report of the Executive Director, Children, Young People and Families
- 9. School Admission Requests - Primary School Places**  
Report of the Executive Director, Children, Young People and Families
- 10. Date of Next Meeting**  
To note that the next meeting of the Committee will be held on Wednesday, 16th March, 2016, at 2.00 pm, in the Town Hall

\*(**NOTE:** The reports at Items 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))

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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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 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](mailto:gillian.duckworth@sheffield.gov.uk).

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**Admissions Committee**

**Meeting held 20 January 2016**

**PRESENT:** Councillors Sioned-Mair Richards (Chair), Anne Murphy, Chris Peace, Andrew Sangar and Ian Saunders

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**1. APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Nasima Akther.

**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 described in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972, as amended.

**3. DECLARATIONS OF INTEREST**

3.1 The Chair (Councillor Sioned-Mair Richards) declared an interest in Case No. 6 (Primary Admissions Requests) and Councillor Chris Peace declared an interest in Case No.12 (Primary Admissions Requests) 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 16<sup>th</sup> December, 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. HOME TO SCHOOL TRANSPORT APPEALS**

6.1 The Executive Director, Children, Young People and Families, submitted reports and commented upon two cases where a 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. LF1 and LF2).

6.2 In attendance were the appellant, a friend of the appellant and an interpreter for the appellant.

- 6.3 The appellant, through her interpreter, explained to the Committee the reasons for her request for home to school travel bus passes for two of her children.
- 6.4 In response to questions raised by Members of the Committee, Amanda Dale, Senior Customer Adviser, explained the Stage 1 and Stage 2 appeals criteria regarding the City Council's Home to School Transport Policy. She informed the Sub-Committee of the reasons why the applications had been refused at Stage 1 and then the subsequent refusal of the appeals at Stage 2.
- 6.5 In response to further questions raised by Members, the appellant provided information on the present status of the two children in question, and the reason why the family had moved home and that the children did not attend the catchment/nearest school with available places to their new address.
- 6.6 At this stage in the proceedings, the appellant, the appellant's friend and the interpreter left the meeting to enable the Committee to consider the evidence.
- 6.7 RESOLVED: That the appeals be upheld on the grounds that there are exceptional family and educational circumstances in the cases (Case Nos. LF1 and LF2).

## **7. SCHOOL ADMISSION REQUESTS - SECONDARY SCHOOL PLACES**

### *Requests to Prioritise on Waiting Lists*

- 7.1 The Executive Director, Children, Young People and Families, submitted reports and commented upon 12 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.
- 7.2 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:-
- 7.3 RESOLVED: That (a) seven 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. 2, 4, 6, 7, 8, 10 and 12);
- (b) one pupil 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 in the case (Case No.11);

(c) two pupils be prioritised at the top of the waiting list in the 'sibling' category on the grounds that there are exceptional medical circumstances in those cases (Case Nos. 3 and 5); and

(d) two pupils be prioritised at the top of the waiting list in the 'feeder' category on the grounds that there are exceptional medical and/or family circumstances in those cases (Case Nos. 1 and 9).

## **8. SCHOOL ADMISSION REQUESTS - PRIMARY SCHOOL PLACES**

### **8.1 Request to consider change of circumstances**

8.1.1 The Executive Director, Children, Young People and Families, submitted reports and commented upon two 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 primary schools and, arising therefrom, it was:-

8.1.2 RESOLVED: That upon consideration of the cases, and with due regard to the additional information now submitted, the Committee considers that (a) there has been a material change in the family's circumstances in one case and therefore authorises the Executive Director to process a new application in the case (Case No.G1); and (b) there has not been a material change in the family's circumstances in Case No. BK1 and therefore authority be not given for a new application to be processed in this case.

(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.BK1 and G1) 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).

### **8.2 Requests to Prioritise on Waiting Lists**

8.2.1 The Executive Director, Children, Young People and Families, submitted reports and commented upon 25 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

8.2.2 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:-

8.2.3 RESOLVED: That (a) 13 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. 1, 2, 3, 4, 5, 7, 8, 9, 13, 17, 20, 21 and 24);

(b) two pupils be prioritised at the top of the waiting list in the 'catchment and sibling' category on the grounds that there are exceptional family and medical circumstances (Case Nos.11 and 14);

(c) four pupils be prioritised at the top of the waiting list in the 'catchment' category on the grounds that there are exceptional family and medical circumstances (Case Nos.12, 15, 18 and 19);

(d) four pupils be prioritised at the top of the waiting list in the 'sibling' category on the grounds that there are exceptional family and medical circumstances (Case Nos.10, 22, 23 and HB1); and

(e) two 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.6 and 16).

(NOTE: During consideration of Case No.10 (Requests to Prioritise on Waiting Lists (Primary School Places)), the Chair left the meeting and Councillor Ian Saunders took the Chair).

(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 No. HB1) 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).

## **9. DATE OF NEXT MEETING**

9.1 It was noted that the next meeting of the Committee would be held on Wednesday, 17<sup>th</sup> February, 2016, at 1.00 pm, in the Town Hall.