

Admissions Committee

Tuesday 18 June 2019 at 2.00 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 and Mike Levery

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
18 JUNE 2019**

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 Meetings**
To approve the minutes of meetings of the Committee held on 19th March, 3rd April and 15th May, 2019
- 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, People Services
- 8. School Admission Requests - Primary School Places***
Report of the Executive Director, People Services
- 9. Date of Next Meeting**
To note that the next meeting of the Committee will be held on Tuesday, 9th July, 2019, at 2.00 pm, in the Town Hall

*(NOTE: The reports at Items 7 and 8 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

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.

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Admissions Committee

Meeting held 19 March 2019

PRESENT: Councillors Chris Rosling-Josephs (Chair), Lisa Banes and Kaltum Rivers

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1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillors Michelle Cook, Talib Hussain, Bob Pullin and Andrew Sangar.

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 as 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 February, 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 her with regard to home to school transport or school admissions.

6. HOME TO SCHOOL TRANSPORT APPEALS

6.1 Verbal Appeal KI/EC01

6.1.1 In attendance were the appellant, the appellant's daughter, 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. KI/EC01).
- 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 daughter and the 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's daughter stated that she had made the original application for her brother to attend the school as he had no family or friends attending one of the three qualifying schools. She added that he was a quiet child with very little self-confidence and he had family and friends at the school applied for and would only need to travel on one bus to get there. The applicant added that her child was settled at school. The Committee were informed that the zero fare bus pass had been granted in error the previous academic year, as were a number of other applications.
- 6.1.7 At this stage in the proceedings, the appellant 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 and health circumstances in the case (Case No.KI/EC01).

(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. KI/EC01 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).

6.2 Written Appeals – HI/HO01 and CO01

- 6.2.1 The Executive Director, People Services, submitted reports and commented upon two cases where parents 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. HI/HO01 and CO01).
- 6.2.2 The Committee gave consideration to all the supporting information and evidence provided by the pupils' parents and, arising therefrom, it was:-
- 6.2.3 RESOLVED: That the appeals be upheld on the grounds that there are exceptional educational circumstances in the cases (Case Nos. HI/HO01 and CO01).

7. SCHOOL ADMISSION REQUESTS - PRIMARY SCHOOL PLACES - REQUESTS TO PRIORITISE ON WAITING LISTS

7.1 Reception Year Group 2019/20

7.1.1 The Executive Director, People Services, submitted reports and commented upon 24 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.

7.1.2 The Committee were informed that 16 cases had been withdrawn, as they no longer required prioritising (Case Nos. M1, M2, M3, M5, M6, M7, M9, M10, M11, M12, M13, M16, M17, M20, M21 and M24).

7.1.3 RESOLVED: That (a) three 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.M14, M19 and M23);

(b) one pupil be prioritised at the top of the waiting list in the 'sibling' category on the grounds that there are exceptional medical circumstances (Case No.M8); and

(c) four pupils be prioritised at the top of the waiting list in the 'non-catchment' category on the grounds that there are exceptional family and medical circumstances (Case Nos.M4, M15, M18 and M22).

7.2 Transfer to Junior School 2019

7.2.1 The Executive Director, People Services, 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 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.

7.2.2 The Committee were informed that one case had been withdrawn from consideration, prior to the hearing (Case No.TJ2).

7.2.3 RESOLVED: That one pupil be not prioritised on the waiting list, within their respective category, on the grounds that the Committee considers that there are no exceptional educational, financial, medical or family circumstances demonstrated (Case No.TJ1).

8. DATE OF NEXT MEETING

- 8.1 It was noted that the next meeting of the Committee would be held on Tuesday, 16th April, 2019, at 2.00 p.m., in the Town Hall.

SHEFFIELD CITY COUNCIL

Admissions Committee

Special Meeting held 3 April 2019

PRESENT: Councillors Adam Hurst (Substitute Member for Councillor Chris Rosling-Josephs), Mike Levery (Substitute Member for Councillor Andrew Sangar) and Anne Murphy (Substitute Member for Councillor Michelle Cook)

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1. APPOINTMENT OF CHAIR

1.1 RESOLVED: That, in the absence of the Chair of the Committee (Councillor Chris Rosling-Josephs), Councillor Anne Murphy be appointed Chair of the meeting.

2. APOLOGIES FOR ABSENCE

2.1 No apologies for absence were received.

3. EXCLUSION OF PUBLIC AND PRESS

3.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on Item 5, 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 as described in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972, as amended.

4. DECLARATIONS OF INTEREST

4.1 There were no declarations of interest.

5. HOME TO SCHOOL TRANSPORT APPEAL

5.1 The Executive Director, People Services, submitted a report on a case where parents have 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. NO/DA03).

5.2 The appeal had been considered by the Committee at its meeting held on 30th October 2018, but, following further written submissions from the appellants in regard to a procedural issue, and on the receipt of legal advice, it had been agreed that the appellants be offered a fresh Stage 2 appeal. It had also been agreed that the Committee should comprise different Members to those who considered the initial appeal.

5.3 The parents had indicated that they wished to make verbal representations at the hearing.

- 5.4 In attendance were the appellants, Andy Tierney (Customer Services) and Paul Johnson (Strategy and Co-ordination Manager, People Services).
- 5.5 The Chair welcomed everyone to the meeting, and asked attendees to introduce themselves. She then outlined the procedure which would be followed during the meeting.
- 5.6 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 bus pass had been refused at Stage 1.
- 5.7 The appellants explained to the Committee the reasons for the request for the travel pass.
- 5.8 In response to questions from Members, Andy Tierney stated that the likely reason for the appellants' daughter receiving a travel pass when attending her primary school of choice, was that this was the nearest primary school with a place. However, it was accepted that the travel pass, in this case, had been issued in error. Mr Tierney confirmed that, whilst there were currently no places at the appellants' daughter's catchment school, there had been places in the year group at times earlier in the 2018-19 academic year. The appellants provided an explanation as to why they had sent their daughter and son to the primary school now mentioned, and stated that they had made enquiries of all local primary schools in the area, which either would not, or could not, accept their son. They indicated that they wanted both their children at the same school.
- 5.9 Paul Johnson stated that the Council's Home to School Transport Policy had been written in line with Government guidance, and emphasised the fact that if a child attended their catchment school, and it was found that there was no safe walking route to that school, they would receive a travel pass. He also stressed that if parents chose to send their children to another school, as opposed to their catchment school, they would not be eligible for a travel pass and, on this basis, there was no discrimination against parents who wished to send their children to faith schools. He added that the Council accepted that travel passes had been issued to the appellants' son in error.
- 5.10 The appellants requested that it was minuted that they felt they had not had a fair hearing, specifically due to the fact that they had not been notified beforehand that Paul Johnson would be in attendance.
- 5.11 At this stage in the proceedings, the appellants, Andy Tierney and Paul Johnson left the meeting to enable the Committee to consider the evidence.
- 5.12 **RESOLVED:** That the 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. NO/DA03).

SHEFFIELD CITY COUNCIL

Admissions Committee

Meeting held 15 May 2019

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

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1. APOLOGIES FOR ABSENCE

1.1 No apologies for absence were received.

2. APPOINTMENT OF CHAIR

2.1 RESOLVED: That Councillor Chris Rosling-Josephs be appointed Chair of the Committee for the Municipal Year 2019/20.

3. DATE OF NEXT MEETING

3.1 RESOLVED: That meetings of the Committee be held on a monthly basis, on dates and times to be determined by the Chair.

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