

**Admissions Committee**

**Meeting held 21 September 2016**

**PRESENT:** Councillors Chris Rosling-Josephs (Chair), Nasima Akther, Talib Hussain, Chris Peace, Craig Gamble Pugh and Andrew Sangar

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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 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 20<sup>th</sup> July, 2016 were approved as a correct record.

**5. ACTION TAKEN UNDER DELEGATED POWERS**

5.1 The Committee noted that, since its last meeting, the Executive Director, Children, Young People and Families, in consultation with the Chair of the Committee, under powers delegated to her with regard to Primary School Admissions, had granted a fresh right of appeal in two cases due to changes in circumstances since the original applications were made (Case Nos. OUT1 and OUT2).

**6. HOME TO SCHOOL TRANSPORT APPEALS**

6.1 Verbal Appeals

6.1.1 The Executive Director, Children, Young People and Families, submitted a report and commented upon three 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. PIP1, TAP1 and TAP2).

6.1.2 The Committee noted that the parents concerned had requested verbal hearings but, despite having been invited to attend this meeting, the parents were not present. The Committee decided to consider the cases in their absence.

6.1.3 Amanda Dale, Customer Services, 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 review at Stage 2.

6.1.4 The Committee gave consideration to all the supporting information and evidence provided by the pupils' parents and, arising therefrom, it was:-

6.1.5 RESOLVED: That (a) two appeals be upheld on the grounds that there are exceptional family, social or financial circumstances in the cases (Case Nos.PIP1 and TAP1); and

(b) one appeal be deferred until the applicant has provided further financial details to the Executive Director (Case No.TAP2).

## 6.2 Written Appeals

6.2.1 The Executive Director, Children, Young People and Families, submitted reports and commented upon three 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.

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 (a) one case 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.BF1); and

(b) two appeals be upheld on the grounds that there are exceptional educational, financial or medical circumstances in the cases (Case Nos. HIHO and PAAC1).

## 7. **SCHOOL ADMISSION REQUEST - PRIMARY SCHOOL PLACE - REQUEST TO PRIORITISE ON WAITING LIST AND CONSIDER CHANGE OF CIRCUMSTANCES**

7.1 The Executive Director, Children, Young People and Families, submitted a report and commented upon a case where parents had made a request for the Committee to consider a change in the family's circumstances, in connection with their request for a place at their preferred school and, arising therefrom, it was:-

7.2 RESOLVED: That upon consideration of the case, and with due regard to the additional information now submitted, the Committee considers that there had been a material change in the family's circumstances, and therefore, authority be given the pupil to be prioritised on the waiting list, within the respective category, and for and a new application to be processed in this case (Case No.01).

(NOTE: This item was considered by the Committee as an urgent item of business 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, 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 (Case No.01)).

**8. DATE OF NEXT MEETING**

- 8.1 It was noted that the next meeting of the Committee would be held on Wednesday, 19<sup>th</sup> October, 2016, at 1.15 pm, in the Town Hall.

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