

Admissions Committee

Meeting held 26 June 2018

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

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**1. APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillors Talib Hussain 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 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 MEETINGS**

4.1 The minutes of meetings of the Committee held on 18<sup>th</sup> April and 16<sup>th</sup> May 2018, were approved as correct records.

**5. ACTION TAKEN UNDER DELEGATED POWERS**

5.1 The Committee noted that, since its last meeting, the Executive Director, People Services, in consultation with the Chair of the Committee, under powers delegated to her with regard to Secondary School Admissions, had refused to prioritise a pupil on waiting lists at the schools requested on the grounds that the pupil's parents had not provided proof of her address, as requested to do so (Case No.1).

**6. HOME TO SCHOOL TRANSPORT APPEALS**

6.1 Verbal Appeal – Case No. PA/AC01

6.1.1 In attendance were the appellant 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. PA/AC01).
- 6.1.4 The appellant explained to the Committee the reasons for the request for the travel pass.
- 6.1.5 At this stage in the proceedings, the appellant left the meeting to enable the Committee to consider the evidence.
- 6.1.6 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. PA/AC01).

6.2 Verbal Appeals – Case Nos. ST01 and ST02

- 6.2.1 In attendance were the appellant and Andy Tierney (Customer Services).
- 6.2.2 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.
- 6.2.3 The Executive Director, People Services, submitted reports and commented upon cases where the 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. ST01 and ST02).
- 6.2.4 The appellant explained to the Committee the reasons for the requests for the travel passes.
- 6.2.5 In response to questions from Members, the appellant stated that the reason for his children leaving their previous school was simply due to the fact that they were not satisfied with the standard of education they were receiving, and were not happy at that school. He stated that his daughter had instigated the move of schools, and his son agreed to the move. It took them approximately 20/25 minutes for them to get to school from their home on the bus.
- 6.2.6 At this stage in the proceedings, the appellant left the meeting to enable the Committee to consider the evidence.
- 6.2.7 RESOLVED: That the 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, the school that the pupils are requesting passes for is not their catchment school/nearest suitable school (Case No. ST01 and ST02).

6.3 Written Appeal – Case No. YE01

- 6.3.1 The Executive Director, People Services, submitted a report and commented upon a case where parents 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.
- 6.3.2 The Committee gave consideration to all the supporting information and evidence provided by the pupil's parents and, arising therefrom, it was:-
- 6.3.3 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. YE01).

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

### **7.1 Request to Consider a Change of Circumstances**

- 7.1.1 The Executive Director, People Services, submitted reports and commented upon two cases where parents had made requests for the Committee to consider a change in the family's circumstances, in connection with their requests for places at their preferred schools and, arising therefrom it was:-
- 7.1.2 RESOLVED: That upon consideration of the cases, and with due regard to the additional information now submitted, the Committee considers that there has been a material change in the family's circumstances in the cases, and therefore authorises the Executive Director to process new applications (Case Nos. NG1 and G1).

### **7.2 Request to be Prioritised on the Waiting List**

- 7.2.1 The Executive Director, People Services, submitted a report and commented upon a case where parents had expressed a wish for their children to be admitted to a primary school of their choice. The Executive Director stated that places at the primary school 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 pupil on a waiting list, within the catchment category, for admission if and when a place becomes available.
- 7.2.2 The Committee gave consideration to all the supporting evidence and information provided by the pupil's parents, including evidence and advice provided by a charitable organisation and, arising therefrom, it was:-
- 7.2.3 RESOLVED: That the pupil be prioritised at the top of the waiting list in the catchment category, on the basis that she remains first on the list, on the grounds that there are exceptional family circumstances in the case (Case No. WM1).

## **8. DATE OF NEXT MEETING**

- 8.1 It was noted that the next meeting of the Committee would be held on Tuesday, 17<sup>th</sup> July 2018, at 2.00 pm, in the Town Hall.