



# Statutory Action Escalation Pathway

<p><b>1. Support First</b></p>	<p><b>2. Notice to Improve</b></p>	<p><b>3. First Action (£80)</b></p>	<p><b>4. Second Action (£160)</b></p>	<p><b>5. Final Action</b></p>
<p>Manchester adopts a 'support first' principle. Families should be offered good support to break down in-school and out-of-school barriers to attendance in line with Manchester's Graduated approach.</p>	<p><b>Sporadic Absence:</b> Issued for 10 sessions of unauthorised absence over a 10-week period. Families are offered up to 6-weeks to improve their attendance and engage with support. A family can move onto the next stage before 6-weeks if they do not engage with support or there is no clear sign of improvement.</p> <p><b>Holidays</b> Not used for unauthorised holidays taken in term time</p>	<p><b>Sporadic Absence:</b> Issued for 10 sessions of unauthorised absence over a 10-week period.</p> <p><b>Holidays</b> Issued for a first unauthorised holiday taken in term time.</p> <p><b>PENALTY:</b> £80 per pupil, per parent if paid within 21 days. £160 up to 28 days. If unpaid within 28 days, it will proceed to court</p>	<p><b>Sporadic Absence:</b> Issued for a second period of 10 sessions missed over a 10-week period <i>within a 3-year rolling time frame</i></p> <p><b>Holidays</b> Issued for a second unauthorised holiday taken in term time over a 3-year period</p> <p><b>PENALTY:</b> £160 per pupil, per parent. If unpaid within 28 days will proceed to court</p>	<p>A weekly panel will meet to decide appropriate next steps for pupils who reach this stage of the escalation pathway. Options include:</p> <ul style="list-style-type: none"> <li>PACE Face to Face</li> <li>PACE by Post</li> <li>Direct Prosecution Section 1</li> <li>Direct Prosecution Section 1a</li> <li>Formal Caution</li> <li>No Further Action</li> </ul> <p>Pupils coming into this stage of the pathway for further offences will be taken to multi-agency panels such as Early Help Allocations or Advice &amp; Guidance (social care)</p>

For more detail, please refer to Manchester's Code of Conduct for the issuing of Penalty Notices. For general school attendance enquiries please use the contact details below

0161 234 5255



[schoolattendance@manchester.gov.uk](mailto:schoolattendance@manchester.gov.uk)

**Three Year Rolling Period**