

Statutory Action Escalation Pathway

1. Support First	2. Notice to Improve	3. First Action (£80)	4. Second Action (£160)	5. Final Action
<p>Manchester adopts a 'support first' principle.</p> <p>All 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><u>Sporadic Absence:</u> 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><u>Holidays</u> Not used for unauthorised holidays taken in term time</p>	<p><u>Sporadic Absence:</u> Issued for 10 sessions of unauthorised absence over a 10-week period.</p> <p><u>Holidays</u> Issued for a first unauthorised holiday taken in term time.</p> <p>PENALTY: £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><u>Sporadic Absence:</u> 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><u>Holidays</u> Issued for a second unauthorised holiday taken in term time over a 3-year period</p> <p>PENALTY: £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> <p>PACE Face to Face PACE by Post Direct Prosecution Section 1 Direct Prosecution Section 1a Formal Caution No Further Action</p> <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 & 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

