

# Statutory Action Escalation Pathway

**BE IN THE  
RIGHT PLACE  
AT THE  
RIGHT TIME**



| 1<br>Support First  | 2<br>Notice to Improve   | 3<br>First Action<br>(£80)  | 4<br>Second Action<br>(£160)  | 5<br>Final Action   |
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| <p>Manchester adopts a 'support first' based approach.</p> <p>All families should be offered support to break down in-school and out-of-school barriers to attendance in line with Manchester's Graduated Approach.</p> <p>At Levenshulme High School this offer will include Attendance Letters, telephone calls, home visits, attendance meetings, Early Help, Parenting Contracts and other interventions as appropriate.</p> <p>If your child has been experiencing any problems that may be affecting their attendance or punctuality, then please contact the school on 0161 224 4625 to discuss the support that can be provided in partnership with you so that we can work together to improve attendance.</p> | <p><u>Sporadic Absence:</u><br/>Issued for 10 sessions of unauthorised absence over a 10-week period. Families are offered a 6-week period to improve their attendance and engage with support.</p> <p><b>A Notice to Improve does not need to be issued where support is not appropriate or where parents are deliberately avoiding the above threshold being met.</b></p> <p><b>Where it is clear that improvement is not being made, it may be appropriate to issue a penalty notice before the improvement period has ended.</b></p> <p><u>Holidays</u><br/>Not used for unauthorised holidays taken in term time.</p> | <p><u>Sporadic Absence:</u><br/>Issued for 10 sessions of unauthorised absence over a 10-week period.</p> <p><u>Holidays</u><br/>Issued for a first unauthorised holiday taken in term time.</p> <p><b>PENALTY:</b><br/>£80 per pupil, per parent if paid within 21 days. £160 up to 28 days.</p> <p><b>If unpaid within 28 days, it will proceed to court.</b></p> | <p><u>Sporadic Absence:</u><br/>Issued for second period of 10 sessions missed over a 10-week period within a 3-year rolling time frame.</p> <p><u>Holidays</u><br/>Issued for a second unauthorised holiday taken in term time over a 3- year period.</p> <p><b>PENALTY:</b><br/>£160 per pupil, per parent.</p> <p><b>If unpaid within 28 days will proceed to court.</b></p> | <p>A weekly panel will meet to decide appropriate next steps for pupils who reach this stage of the escalation pathway.</p> <p>Options include:<br/> <b>PACE Face to Face</b><br/> <b>PACE by Post</b><br/> <b>Direct Prosecution Section1</b><br/> <b>Direct Prosecution Section 1a</b><br/> <b>Formal Caution</b><br/> <b>No Further Action</b></p> <p>Pupils coming into this stage of the pathway for a second or multiple times will be taken to multi-agency panels such as Early Help Allocations or Advice &amp; Guidance</p> |

**Three Year Rolling Period**