



Attendance Policy

Due to the intensive nature of all the courses provided by MSL ETB and the schedule of continuous assessment, full attendance, as outlined in your timetable is expected from all learners at all times.

If you have any problems or concerns in achieving full attendance, please inform your teacher/tutor, the centre co-ordinator, principal or the student guidance counsellor.

In the case of unapproved absences in excess of 15 days in any academic year, the centre co-ordinator/ principal/ director shall write and inform the participant that unless there is satisfactory explanation, his/her place may be forfeited on the programme and payments/grants by MSL ETB will cease.

All class teachers and the Centre Co-ordinator will monitor attendance.

Unsatisfactory attendance will be discussed with the students' concerned.