



InFocus Film School
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Vancouver, BC
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Attendance Policy

Regular and punctual class attendance is expected at InFocus Film School. Student attendance will be recorded for every scheduled program block (classes, exercises, shoot days, etc.). A student who is not present when attendance is recorded will be deemed absent, even if they arrive after attendance is recorded.

Students may be excused from classes in special circumstances such as illness or emergency at the discretion of the executive director. In case of absence, it is the student's responsibility to contact the administrator.

The student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately on returning to school. Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If students do not appear at the prearranged time or meet the prescribed deadline for makeup work, they forfeit their rights for further makeup of that work.

Students who stop attending class for any reason should contact the administrator. Failure to officially withdraw may result in dismissal from the program.

The following attendance guideline applies:

- Students who are absent on a cumulative 5% of scheduled program blocks may not be approved for key roles on set.
- Students who are absent on a cumulative 10% of scheduled program blocks may not be approved for non-essential equipment rentals.
- Students who are absent on a cumulative 15% of scheduled program blocks may be dismissed from the program at the discretion of the executive director.