



InFocus Film School

Attendance Policy

Regular and punctual class attendance is required at InFocus Film School. Student attendance will be recorded at the beginning of every scheduled program activity (classes, exercises, etc.). A student who is not present when attendance is recorded will be deemed absent, even if they arrive after attendance is recorded. Any student who, without the permission of the instructor, leaves before class ends will also be deemed as absent for that class.

Excusal from Class

Students may be excused from class in special circumstances at the discretion of the program manager. Students must inform the program manager and all instructors of the absence by email a minimum of five school days before the absence occurs for it to be excused.

Excusal will not be granted for work or leisure events such as vacation. Absences longer than two school days will generally not be permitted.

Yellow and Pink Slips

Yellow and pink slips will be used to address attendance issues. Students will be issued a yellow and/or pink slip as an indication that they have been late or absent without having been excused. Yellow or pink slips may also be issued for Gear Policy infractions.

A single yellow slip being issued to a student will be considered a written warning regarding their attendance or professional conduct. A second yellow slip in a term will result in non-essential gear privileges being revoked for the remainder of the term.

After two yellow slips are issued in a term, a pink slip will be issued for each additional unexcused absence. Each pink slip issued will result in 5% being deducted from the students overall grade (i.e. an 85% overall grade will be reduced to 80% with one pink slip, to 75% with two pink slips, etc.).

Any student who receives multiple pink slips in one term may be dismissed from the program at the discretion of the program manager and/or executive director.

Yellow and pink slips will also be taken into consideration when choosing key roles on films. Students with better attendance records will be given priority in crewing.

In the case of illness or emergency, documentation justifying the absence (such as a doctor's note) must be submitted to the program manager within five school days to have the absence excused and the yellow/pink slip rescinded.



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Attendance issues will incur additional consequences such as lost marks in attendance grades should a student miss class. Check with your instructors for their rules regarding absences.

Missed work

Students are expressly responsible for any work missed regardless of the cause of absence. The student must discuss such work with instructors and should do so before missing class or in the case of illness, immediately on returning to school. Communication between the student and instructor is 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 program manager. Repeated failure to attend classes may result in dismissal from the program.