

Application process for Home Education

1. Visit the following departmental website:

<https://www.education.gov.za/Parents/HomeEducation.aspx>

- a) On the website you will find Home Education Application Forms for all Provinces, the **Policy on Home Education** and other relevant material which you may need.
- b) Select the application form relevant to your Province,
- c) The first page of the application form has a list of documents required.
- d) Prepare certified copies of all required documents, scan and save them in your computer.
- e) Complete the application form relevant to your province. Follow these instructions to complete the form:

- i. Type on the spaces provided and tick the check box to select the applicable information
- ii. **“Please select”** provides you with a list of options to choose from.
- iii. Complete the form correctly
- iv. On the last page of the application form there is a **RESET / SAVE** button.
- v. If you have completed all fields correctly the **SAVE** button will allow you to save the form in your computer.
- vi. Use the email address on the front page of the form to send the form together with all other required documents
- vii. **RESET** will clean the form to allow you to complete it for another child, should you apply for more than one.

- f) Parents applying for more than one child must complete separate application forms for individual children (One Application Form per learner).
- g) Follow up with the official to confirm if your email has been received.
- h) Official(s) acknowledge receipt by sending acknowledgement email to parents.

2. The Provincial Home Education Coordinator/ duly authorised official will contact you to arrange a home visit to verify the information submitted and provide guidance where necessary. A verification form will be completed together with the parent.

3. Submission for application is developed and is sent via the protocol:

i. Director

ii. Chief Director

iii. Deputy Director-General

iv. Head of Department (HOD) for the HOD's signature and

v. back to the Office of the Director

4. Parents are informed of the outcome telephonically and a registration letter/ certificate with registration number is issued.
5. Below is the list of email addresses of Home Education Co-coordinators

Office	Email addresses
Eastern Cape	mpathisongca@gmail.com
Free State	N.Mokone@fseducation.gov.za
Gauteng	Carol.motshwane@gauteng.gov.za
KwaZulu-Natal	Dineo.Motloli@kzndoe.gov.za .
Limpopo	schoolaffairsoffice@gmail.com
Mpumalanga	M.Pieterse@mpuedu.gov.za drmcpieterse@gmail.com
Northern Cape	abmorris503@gmail.com
North West	Ppule@nwpg.gov.za
Western Cape	Deon.louw@westerncape.gov.za