

Application process for Home Education

1. Visit the following departmental website:

<https://www.education.gov.za/Parents/HomeEducation/tabid/406/Default.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

- | |
|--|
| <ol style="list-style-type: none">i. Type on the spaces provided and tick the check box to select the applicable informationii. "Please select" provides you with a list of options to choose from.iii. Complete the form correctlyiv. 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 documentsvii. 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	nandipha.gaika@ecdoe.gov.za msotyato67@gmail.com
Free State	N.Mokone@fseducation.gov.za
Gauteng	Tynos.Masia@gauteng.gov.za Kegomoditswe.Ramadiro@gauteng.gov.za Carol.motshwane@gauteng.gov.za
KwaZulu-Natal	Dineo.Motloli@kzndoe.gov.za . Nosabelo.Shangase@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 MIsaac@nwpg.gov.za
Western Cape	Deon.louw@westerncape.gov.za