Application Process for Home Education: 01/2024

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 that you may need.
b) Select the application form relevant to your Province,
c) The first page of the application form lists the required documents.
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 an 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 Coordinators**

Office	Email addresses
Eastern Cape	Mzwandile.Sotyato@ecdoe.gov.za
Free State	N.Mokone@fseducation.gov.za moletaelizabeth057@gmail.com Motlagomangooo@yahoo.co.za semadbiz998@gmail.com
Gauteng	GDEHomeEducation@gauteng.gov.za Sybil.Mdunge@gauteng.gov.za Carol.motshwane@gauteng.gov.za Kegomoditswe.Ramadiro@gauteng.gov.za
KwaZulu-Natal	Dineo.Motloli@kzndoe.gov.za Sibusiso.Mpethwane@kzndoe.gove.za Sandile.Mbanjwa@kzndie.gov.za Nosabelo.Shangase@kzndoe.gov.za
Limpopo	schoolaffairslimpopo@gmail.com SetlhakoMI@edu.limpopo.gov.za
Mpumalanga	M.Pieterse@mpuedu.gov.za drmcpieterse@gmail.com
Northern Cape	manukusegotsane@gmail.com
North West	Ppule@nwpg.gov.za Mlephogole@nwpg.gov.za
Western Cape	Deon.louw@westerncape.gov.za

List updated 24 January 2024