

HOME EDUCATION APPLICATION PROCESS

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

- 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 **SUBMIT** button. If you have completed all fields correctly the **SUBMIT** button will generate an outlook email for you.
- v. Attach all certified scanned document on the same email and send it.
- vi. If an email is not generated, save the form in your computer and create an email where you will attach the form and the required documents.

- 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 an official to confirm if your email has been received.
 - h) Official(s) acknowledge receipt by sending acknowledgement email to parents.
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- 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 en route via 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. A parent whose application is declined can appeal his/her disapproval of their application to the MEC. Check the policy on Home Education.

NOTE: If a parent is unable to access the electronic form, kindly contact the provincial officials for assistance.