

## 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

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| <ol style="list-style-type: none"><li>i. Type on the spaces provided and tick the check box to select the applicable information</li><li>ii. <b>"Please select"</b> provides you with a list of options to choose from.</li><li>iii. Complete the form correctly</li><li>iv. On the last page of the application form there is a <b>RESET / SAVE</b> button.</li><li>v. If you have completed all fields correctly the <b>SAVE</b> button will allow you to save the form in your computer.</li><li>vi. Use the email address on the front page of the form to send the form together with all other required documents</li><li>vii. <b>RESET</b> will clean the form to allow you to complete it for another child, should you apply for more than one.</li></ol> |
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- 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	<a href="mailto:Mzwandile.Sotyato@ecdoe.gov.za">Mzwandile.Sotyato@ecdoe.gov.za</a>
Free State	<a href="mailto:N.Mokone@fseducation.gov.za">N.Mokone@fseducation.gov.za</a> <a href="mailto:moletaelizabeth057@gmail.com">moletaelizabeth057@gmail.com</a> <a href="mailto:Motlagomangooo@yahoo.co.za">Motlagomangooo@yahoo.co.za</a> <a href="mailto:semadbiz998@gmail.com">semadbiz998@gmail.com</a>
Gauteng	<a href="mailto:GDEHomeEducation@gauteng.gov.za">GDEHomeEducation@gauteng.gov.za</a> <a href="mailto:Sybil.Mdunge@gauteng.gov.za">Sybil.Mdunge@gauteng.gov.za</a> <a href="mailto:Carol.motshwane@gauteng.gov.za">Carol.motshwane@gauteng.gov.za</a> <a href="mailto:Kegomoditswe.Ramadiro@gauteng.gov.za">Kegomoditswe.Ramadiro@gauteng.gov.za</a>
KwaZulu-Natal	<a href="mailto:Dineo.Motloli@kzndoe.gov.za">Dineo.Motloli@kzndoe.gov.za</a> <a href="mailto:Sibusiso.Mpethwane@kzndoe.gov.za">Sibusiso.Mpethwane@kzndoe.gov.za</a> <a href="mailto:Sandile.Mbanjwa@kzndoe.gov.za">Sandile.Mbanjwa@kzndoe.gov.za</a> <a href="mailto:Nosabelo.Shangase@kzndoe.gov.za">Nosabelo.Shangase@kzndoe.gov.za</a>
Limpopo	<a href="mailto:schoolaffairslimpopo@gmail.com">schoolaffairslimpopo@gmail.com</a> <a href="mailto:SetlhakoMI@edu.limpopo.gov.za">SetlhakoMI@edu.limpopo.gov.za</a>
Mpumalanga	<a href="mailto:M.Pieterse@mpuedu.gov.za">M.Pieterse@mpuedu.gov.za</a> <a href="mailto:drmcpieterse@gmail.com">drmcpieterse@gmail.com</a>
Northern Cape	<a href="mailto:manukusegotsane@gmail.com">manukusegotsane@gmail.com</a>
North West	<a href="mailto:Ppule@nwpg.gov.za">Ppule@nwpg.gov.za</a> <a href="mailto:Mlephogole@nwpg.gov.za">Mlephogole@nwpg.gov.za</a>
Western Cape	<a href="mailto:Deon.louw@westerncape.gov.za">Deon.louw@westerncape.gov.za</a>

*List updated 24 January 2024*

## How to access the Home Education Registration forms on the website

1. Visit the following departmental website:

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

The link is supposed to take you to the Home Education page.

**OR**

2. Type the link do the following

- Go to [www.education](http://www.education.gov.za) .gov.za
- In the home page
- Go to INFORMATION
- Then click PARENTS AND GUARDIAN
- Then Click SERVICES
- Then Click HOME EDUCATION
- You will find everything there.