

THE INDEPENDENT SCHOOLS

Information Booklet

1. REGISTRATION OF LEARNERS FOR HOME EDUCATION

REGISTRATION PROCESS

- Develop submission for registration together with registration letters after conducting site verification visits
- Developed submission is forwarded en route via protocol for the Head of Department 's (HOD) signature for approval/disapproval
- Inform parents in writing about the outcome of their applications (through post)
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• Monitoring

- Officials conduct monitoring and support activities including home visit to monitor learning provision.
- Monitoring visits to be conducted at least twice a year on a specific site.

• Assessment

- Receive and record learner's Annual Progress Reports
- Assess Learners Reports against Learning Outcomes

• Application for Registration

- Submission of incomplete information.
- Legislation does stipulate a cut-off date for application to register for home education.
- Parents bridge Policy on Home Education with regards tutoring services
- Submission for registration is normally delayed en-route for the final signature and this result in the sub-directorate bridging 30 day timeframe stipulated in the legislation



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Call Centre: 0800 000 789
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1• Communication Strategy

- On numerous occasions posted mail indicating the outcome of the applicants application is remain uncollected or unclaimed at local post offices, subsequently it is returned to the Department.

• 5.3. Database Update

Updating of data is another challenge because several parents do not inform the office of the new status about their registered learners, e.g. promotion or retention in grades.

• Annual Re-registration

- A number of parents especially those affiliated with specific trusts fail to provide the department with re-registration forms and annual assessment reports, sighting that re-registration process is not stipulated in the policy
- Upon investigation regarding the poor response towards re-registration, it came to the attention of the Department that parents do not re-register because they reckon that the practice is not legislated.
- Non-compliance to re-register also affects the updating of the home education database.

• Illegal Operations

A few numbers of declined applicants do not appeal to the MEC as per legislation, to dispute their dissatisfaction with regards to the HOD's decision. However they continue to home educate their children unregistered and this gives rise to a number of illegally operating home education sites nationally.

• Annual Assessment

- A minority of parents adhere to legislation regarding submission of annual reports at the end of each year.
- A majority of received annual reports reflect pass percentages between 90% and 100%. The overall results for home education learners put Department in a predicament because home sites are not monitored as per operational requirement due to lack of capacity in the Directorate. These outcomes raise uncertainties from the Department's side questioning the authenticity of assessment and the correct skills applied by the parent teacher.
- The reflected outcomes are normally compared to the last report given by the previous school. Though this is not conclusive however it remains a problem especially with parents who are not **well-informed with the current curriculum**.

• Annual Assessmen

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• Recommendations

- It is essential for the Home Education sub-directorate to gather all home education stakeholders including Curriculum Service Providers to communicate the legislative framework.
- The reason for such road shows is to educate both the stakeholders and the public in general about the legislation and operations of the Department regarding home education.
- Meetings ought to be held twice per term, per cluster.

MONITORING AND EVALUATION

Processes, Implementation Plans and Challenges

QUERIES

TYPES OF QUERIES

- Walk in queries
- telephonic queries/enquiries
- Correspondence
- Letters
- e-mails
- HOD and MEC referrals

Media Queries

LEGISLATIVE FRAMEWORK

- The Constitution of the Republic of South Africa – Act No.108 of 1996 as amended
- South African Schools Act, 1996
- South African Council for Educators Act No.31 of 2000.
- South African Qualifications Authority Act -1995
- National Protocol for Assessment - Grades R -12
- Rights and Responsibilities of Independent Schools.

•KEY FUNCTIONS: INTERVENTION AND MONITORING

- Receive, investigate and respond to all forms of queries that are brought to the Directorate, prioritizing HOD, MEC and Media Queries with a turnaround time of two (2) days.
- All responses must take the form of submissions which must be thoroughly prepared and handed to the CES for proof reading before being submitted to the Director for his signature.
- Thoroughness in investigations, writing submissions and verbal responses to queries is a very key component of our operations in the Directorate.
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- Development and collation of all sub Directorate reports and presentations e.g. Weekly, Monthly and Quarterly reports.
- Develop systems and procedures for the Management and Administration of the sub- directorate.
- Development of strategies to improve and strengthen the functionality of the Directorate.
- Interpretation and analysis of existing Legislation, Systems and Procedures in the operations of the Directorate.
- Identify Policy and Administrative gaps in the operations of the Directorate and develop proposals to close such gaps.
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TELEPHONIC QUERIES/ENQUIRIES

- Complainants call the office to lodge their complaint or query.
- Their concerns and relevant information are recorded.
- The required relief sought is determined.
- Complainants are advised to submit their complaint or query in writing.

4.3. CORRESPONDENCE

E-mails and letters received by the Directorate

HOD and MEC REFERRALS

- These are referrals received from the office of the HOD or the MEC.
- These queries take precedence over other queries.
- Responses need to take the form of a thoroughly prepared submission. Turnaround time – two days.

MEDIA QUERIES

- Take precedence over all other types of queries.
- Thorough investigation needs to be undertaken.
- Information needs to be thoroughly checked to ensure that the MEC, HOD or Department of Education is not brought into disrepute.
- Protocol must be observed.

HOW ARE QUERIES HANDLED

- The recommendation/s of the Independent Schools Directorate are contained in the submission.
- After corrections are made and checked, the Director signs the submission and it is sent to the Chief Director's office for her signature.
- Should all be in order, it is then forwarded to the office of the DDG for his signature.
- The submission is then sent to the office of the HOD for his approval of the recommendation.
- Read and understand the case . Get to know the facts of the case.
- Determine the problem and possible solutions.
- Call the complainant to obtain further information, if necessary.
- Adhere to the 'audi alteram partem' principle : hear the other side – Call the other party to get their side of the story.
- Get a clear understanding of both sides of the story.
- Determine the legislation that you would use to resolve the query.
- Determine the outcome and notify the parties thereof. Should the issue be a complicated one, call a meeting of the parties concerned to come to a solution. Make a determination and notify the parties thereof.
- A submission, together with a letter to the complainant, informing him/her of the outcome of the investigation, has to be prepared and handed to the Director for checking and proof reading.

CHALLENGES

6.1.WALK IN QUERIES

- Trivial issues that could have been resolved had the complainant contacted the school.
- One sided stories.
- Complainants arrive without making an appointment – may arrive at an inopportune time.

TELEPHONIC QUERIES

- Complainants are asked to forward their queries in writing – very few complainants do so.
- Anonymous callers – no contact details.
- Contact details – very often complainants are difficult to contact.

6.3. CORRESPONDENCE

- No return address.
- Vague/scant information.
- Incomplete and incorrect information.
- Unrealistic demands.

HOD/MEC REFERRALS

- Many of these queries could have easily been resolved had the complainant visited the school to discuss the issues at hand.

- Many of these queries arrive at an inopportune time . Priority has to be given to these cases.
- Incomplete information.

MEDIA QUERIES

- Urgent response required.
- Attention to detail/ factual information required.
- Correct protocol to be followed.
- Proper investigation required to ensure factual response, in a short period of time.

STAKEHOLDER MANAGEMENT

- Organise stake holder forum meetings.
 - venue
 - invitations
 - agenda
 - speakers
 - collation of presentations of speakers
 - preparation of packages
- Take down and prepare minutes of stake holder forum meetings.

PARTNERS IN EDUCATION

- South African Council for Educators (SACE)
- South African Qualifications Authority (SAQA)
- UMALUSI
- Department of Home Affairs
- Local Municipalities
- Health Department
- Fire /Safety regulations
- South African Police Services

ASSISTING SCHOOLS ON DEVELOPING AND MONITORING OF IMPROVEMENT PLANS.

ROLES AND RESPONSIBILITIES OF IDSO's

- Identify underperforming schools using (ANA and Grade 12 in particular Assist schools in the development of improvement plans
- Identify developmental needs
- Ensure teacher development
- Support red and amber school to become green or compliant

HUMAN RESOURCE

- Educators turnover
- Qualification
- Educators contracts
- Registration of educators with SACE

BASIC FUNCTIONALITY

- Staff attendance
- Learner attendance
- Admission policy versus registration and SA constitution
Code of conduct/ Discipline

INVESTIGATION OF CASES/ QUERIES

PLANNING AND REPORTING

- Weekly
- Monthly
- Annual reports

APPLICATION FOR THE REGISTRATION OF AN INDEPENDENT SCHOOL APPLICATION FORMS

APPLICATION FORM FOR THE REGISTRATION OF AN INDEPENDENT SCHOOL IN THE GAUTENG PROVINCE:

To be completed and handed in at Head Office to the Director: Independent Schools; 111 Commissioner Street; Johannesburg; 13th Floor; Office 1312 by 1 April of the year preceding the intended opening of the said school. The school may operate ONLY once the Head of Department has approved the registration and a letter of registration is issued to the school.

SECTION A: LEGISLATIVE FRAMEWORK

Applicants must adhere to the content and spirit of ALL the prescripts of legislation related to education and their amendments which include the following:

- The Constitution of South Africa (Act No 108 of 1996)
- The South African Schools Act (Act No 84 of 1996) as amended
- The Gauteng Schools Act (Act No 6 of 1995)
- The National Education Policy Act (Act No 27 of 1996)
- The Employment of Educators' Act (Act No 76 of 1998)
- The Labour Relations Act (Act No 66 of 1995)
- The Examinations and Assessment Act (Act No 7 of 1997)
- The Promotion of Access to Information Act (Act No 2 of 2002)
- The Promotion of Administrative Justice Act (
- The South African Council for Educators Act (Act No 31 of 200

- The South African Qualification Authority Act (Act No 58 of 1995)
- The General and Further Education and Training Quality Assurance Act (Act No—of 2001) as amended
- The Public Finance Management Act (Act No 1 of 1999) as amended
- Provincial Gazette Extraordinary no.2919 of 2013 known as Regulation 308 of 2013
- and any other relevant Act as determined by legislation.

SECTION B: REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THE COMPLETED REGISTRATION APPLICATION FORM

1. All applicants must ensure that all documents listed below are certified, checked for correctness, authenticity and submitted with the completed application form for registration.
2. Certification of copies must not be older than three (3) months
3. Certification must be done by an authorised Commissioner of oaths
4. The documents referred to in (1) supra are: -
 - a) The school's constitution covering all matters relating to the control of the school including its:-
 - (i) Ownership,
 - (ii) Character,
 - (iii) Aims,
 - (iv) governance,
 - (v) funding and
 - (vi) admission policy

Each page must be initialled and the last page signed by the director(s) and / or owners of the school.

- b) floor and site plan, which shall, in the case of a multi-storey building, include a floor plan for each floor in accordance with departmental guidelines; adequate and functional toilet facilities: at least 2 toilets for forty learners in a primary school and at least 2 toilets per 35 learners in a secondary school (according to GDE building requirements);
- c) a zoning certificate indicating the demarcation of the premises for education purposes,
- d) details of the facilities which will be made available for the implementation of the curriculum in terms of :
 - (i). curricular activities
 - (ii). co-curricular activities
 - (iii). Extra-curricular activities for which there should be adequate open space for recreation purposes. Safe sports facilities. Where there is an agreement between the school with another organisation (e.g. other institutions or schools,

the municipality etc) to use their sports facilities, a formal contract must be submitted. A comprehensive sporting activities scheduled must also be submitted.

- e) details of the facilities that will serve the needs of learners with disabilities;
- f) proof of security of tenure (e.g. Valid Lease Agreement; Deed of Transfer; Title Deed) over the proposed school buildings and grounds.
- g) a certified copy of a valid health certificate (not older than five years) issued by the relevant municipality in which the school is located stating the suitability of the school to meet health requirements and stating the number of learners to be accommodated in the building and/or infrastructure. The health certificate must indicate the number of learners that can be accommodated in the proposed facilities;
- h) a certified copy of a valid fire certificate from the relevant municipality confirming that the proposed facilities meet the requirements of the municipal by-laws;
- i) proof in the form of a legally binding surety that the independent school will be financially viable for the first school academic year after registration
 - (i). a balance sheet indicating the financial well-being of the school
 - an auditor's statement confirming the school will be financially viable for its first academic year of operation.
 - ii). proposed school budget for its first year of operation
- j) in the case of an independent school owned by a natural person(s):
 - (i). a certified copy of the owner's identity document
 - (ii). an Owner's Profile (which includes):
 - Owner's full name(s)
 - Identity number
 - Full residential and postal addresses
 - Brief statement on education vision (motivation for opening school)
 - Company registration documents
 - South African Revenue Services (SARS) documents
 - (iii). if the owner is not a South African citizen or permanent resident, certified Copies of valid passport and work permit;
- k) in the case of an independent school owned by a juristic person, certified copies of the constitutive instruments i.e. what constitutes the company e.g. type of company such as (Pty (Ltd), Ltd, Trust) of the relevant juristic person;
- l) a proposed copy of the parents' contract with the school; and
- m) a proposed copy of the teachers' contract with the school

SECTION C: SCHOOL TYPE AND PHASE

Indicate the type of school with an X in the appropriate box below

*LSEN (special schools)

INDEPENDENT ORDINARY

- (i). PRIMARY SCHOOL (Grades 1 to 7)
- (ii). SECONDARY SCHOOL (Grades 8 to 12) - (Grades 10, 11 and 12 to be phased in from grades 8 and 9).
- (iii). COMBINED SCHOOL (Grades 1-12) - (Grades 10, 11 and 12 to be phased in from grades 8 and 9).

No school must operate Grades 10 -12 in its first year of operation. Grades 10 – 12 will be phased in cumulatively from the lower grades 8 and 9 in the following successive years of operation.

*LSEN : Learners with Special Educational Needs

SECTION D: DETAILS OF APPLICANT(S) LEGALLY ACCOUNTABLE

Are you a South African citizen?

If YES:

• A copy of owner’s identity document and profile endorsed by the Commissioner of Oaths must be attached.

• **If NO:**

Copies of:-

- Relevant immigration documents and residence/ work permit endorsed by the Commissioner of Oaths must be attached.
- In the case of an organization, the name and surname of the person accountable to the Department

• **Owner(s)**

| Name | ID Number | Contact Number | Residential Address |
|------|-----------|----------------|---------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

• If not a South African, attach certified copies of the following documentation indicating:

- Nationality : _____
 - Passport Number : _____
 - Work permit : _____
 - Permanent residential address: _____
-
-

SECTION E: DETAILS OF THE SCHOOL

• Proposed Name of the School: _____

GDE District in which the school is located: _____

Physical Address of the school: _____

Postal Address of the School: _____

Telephone Number: _____ Cell Number: _____

Fax Number: _____ E-mail: _____

Public and Independent schools within 5 km. range

| | Name of school | Independent /Public | Primary/ Secondary/ Combined | Distance in km. |
|--|----------------|---------------------|------------------------------|-----------------|
| | | | | |
| | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

SECTION F: FEE STRUCTURE

Indicate the proposed fee structure, as it will be presented to parents.

MAXIMUM ANNUAL FEE:

How does the school propose to deal with parents who default with the payment of school fees?

SECTION G: SCHOOL CALENDAR

Number of school days per annum _____

Length of school day (excluding breaks) for each phase in the school.

Primary School:

Grade 1-3

Grade 4-6

Grade 7

Secondary School

Grade 8-12

Will the school have three terms or four terms? _____

SECTION H: CHOICE OF CURRICULUM

Which curriculum will be implemented? _____

Is this curriculum accredited by **UMALUSI**?

Under which examination body will the school conduct its exit examinations?

- Grade 9 _____
- Grade 12 _____

• **SECTION I: AFFILIATED REGISTRATION BODIES**

- Provide registration numbers applicable to the registration of the school:

| BODY | REGISTRATION NUMBER |
|--|---------------------|
| South African Revenue Service (SARS) | |
| Unemployment Insurance Fund (UIF) | |
| Compensation for Occupational Injuries and Diseases Act(COIDA) | |
| CIPC | |
| Non-Profit Organization (NPO) | |
| TRUST | |

• **SECTION J: DECLARATION** (To be signed by authorised Commissioner of Oaths)

- I, the owner/director of the school, do hereby declare that the information provided/contained in this application is correct.
- Owner's/Director's name:

- ID/Passport Number: _____

- Owner's/Director's signature:

- SIGNED AT _____ ON THIS ____ DAY OF _____ 201.

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