HOME EDUCATION REGISTRATION PROCESS

Pre-Registration/Application Process

1. Parents enquire and/or apply for Home Based Education.
2. Home Education information/documents sent via e-mail, fax, post or are collected personally by parents wishing to apply. The application form is made available to parent by a duly authorised official. The following information is issued:
   - Application Forms
   - Policy for the Registration of Learners for Home Education
   - Home Education Registration Process
3. Parents return completed application forms, certified documentation and supporting documents. Motivation for application need to be substantiated by supporting documents, For example:
   - Medical Reports (Doctor’s, Psychologist’s, Educational Psychologist’s reports)
   - Work/Business/Missionary related demands (letter from company/institution),
   - Religious based reasons (letter from Religious Organisations),
   - Sports (letter from a Sporting Body) etc.
4. Parents applying for more than one child must complete separate application forms for individual children (One Application Form per learner).
5. Completed forms are posted to

The Director: Mr. T. M. Mdingi

Independent Schools Directorate (13th Floor/Room 1312)

Gauteng Department of Education

P. O. Box 7710

Johannesburg

2000
6. Official(s) acknowledge receipt by writing acknowledgement letters to parents.
7. A policy meeting is scheduled prior to site visit.
8. Home site visits are conducted for verification of information and viewing of proposed teaching and learning space.
9. Submission for registration 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
10. Parents are informed of the outcome telephonically and a registration letter with GDE registration number is issued.
11. A parent whose application is declined can appeal his/her disapproval of their application to the MEC.

Post-Registration Process

Annual Re-registration/Renewal

12. In August parents are required to re-register/renew for the following year by the 31st August. Renewal Forms are found on the GDE website.

Assessment

13. In December parents are required to provide the Department with the learner’s progress report by the 15th December.

Monitoring

14. A Gauteng Department of Education (GDE) official may conduct monitoring and support activities including home visit to monitor learning provision.

Contact Person(s)

Carol Motshwane or Tankiso Kopele
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