

Registering with the Department of Basic Education

Step 1: Read and familiarize yourself with what is expected:



Everything you need to know according to the Department on their website.

[Home Education Policy](#)

<https://www.education.gov.za/Programmes/HomeEducation.aspx>

CLICK



Home Education

Home Education is a programme alternative to attending public or independent schools where a parent of a learner of compulsory school going age may provide education for his/her own child/ren at home.

Do you prefer to teach your child at home? If so, apply to the head of your Provincial Education Department to register your child for Home Education. The lesson you offer your child must fall within the scope of the following compulsory phases of education:

- foundation phase (grades 1-3)
- intermediate phase (grades 4-6)
- senior phase (grades 7-9)

[Foundation phase Gr 1 - 3](#)

[Intermediate phase Gr 4 - 6](#)

[Senior phase Gr 7 - 9](#)



Click, choose,
download

Timeframes

It may take up to 30 days for your applications to be processed.

How much does it cost?

The service is free.



Step 2: Compile the following documents before submitting the online application: [Online Application form](#) 

After completing the online form, before you submit it, print it, and attach to the mail with all your documents.

- Parent/s certified ID copy
- In case of foreign nationals certified copies of passport /study permit/work permit/Asylum document is required
- Last copy of school report (if the child was in school before, but if the child is only starting school now you must attach an immunisation card)
- Weekly timetable which includes contact time per day
- Breakdown of terms per year (196 days per year)
- Learning programme → **the curriculum, assessment plan and schedule during the term that will be followed**
- Certified copy of child's birth certificate

Wording for the mail to the Department of Basic Education:

Title of the mail: Home Education Registration

Good morning / afternoon / evening

My online registration were submitted on the _____ (date of submission).

Please find attached the forms for:

(List your Child's name with all the necessary documents)

Kind Regards

(Your name, surname and ID number)



Province	Contact	Number	E-mail
Eastern Cape	Ms M N Ndzunga	040 608 4186	nomfundo.ndzunga@ecdoe.gov.za
Free State	Mrs N Mokone	0514470038/ 0037	N.Mokone@fseducation.gov.za
Gauteng	Ms C Motshwane	010 600 6202	Carol.motshwane@gauteng.gov.za
KwaZulu Natal	Ms D Motloli	0333486111/115	dineo.motloli@kzndoe.gov.za
Limpopo	Ms M Baloyi	0152909382	baloyime@gmail.com
Mpumalanga	Dr M Pieterse	0137665875	M.Pieterse@education.mpu.gov.za
Northern Cape	Mr K Mhlom	053 839 6356	uzondwa@gmail.com
North West	Ms P Pule	0183898204	Ppule@nwpg.gov.za
Western Cape	Mr D Louw	0214672653	Deon.louw@westerncape.gov.za



After your child has been registered for Home Education you must keep the following: [Templates, if you need further assistance](#)

- Record of attendance
- Portfolio of the child's work
- Up- to- date records of the child's progress
- Portfolio of the educational support given to the child
- Evidence of the continuous assessment of the child's work
- Evidence of the assessment and or examination at the end of each year
- Evidence at the end of grade 3, 6 and 9, that shows whether your child has achieved the outcomes for these grades, this must be done by a SACE Accredited educator, which we will assist with.

If you need any further assistance, you are welcome to contact me, I am happy to help.

Kind Regards
Angelique
0817998696

