

## ADMINISTRATION OF HOME EDUCATION

### 1. INTRODUCTION

#### Home education

Home education as contemplated in section 51 of the Act is –

- (a) a programme of education that a parent<sup>1</sup> of a learner(s) may provide to his/her own child at their own home. In addition the parent may, if necessary, enlist the specific services of a tutor for specific areas of the curriculum; or
- (b) a legal, independent form of education, alternative to attendance at a public or an independent school.

The National Education Policy Act (No 27 of 1996) makes provision for parents who wish to educate their children at home to apply for registration. In accordance with the South African Schools Act, 1996 (Section 51, No 84 of 1996) the Mpumalanga Education Department provides the opportunity for those parents who wish to educate their children at home. All learners of compulsory school age must register with the Department of Education and comply with the conditions of registration as stipulated in the National Education Policy Act.

### 2. STAKEHOLDERS INVOLVED IN HOME EDUCATION

The following people will play a prominent role in the administration of home Education in the Mpumalanga Province:

- <sup>35</sup><sub>17</sub> the parents
- <sup>35</sup><sub>17</sub> the Head of Department (delegated official)
- <sup>35</sup><sub>17</sub> regional and circuit officials
- <sup>35</sup><sub>17</sub> other relevant officials who may need the information

### 3. PROCEDURES FOR THE EFFECTIVE ADMINISTRATION OF HOME EDUCATION

The following procedures will be followed for the effective administration of Home Education in the Mpumalanga Department of Education:

Action	Procedure
1. Letter/request received by parent/s for information on Home Education	Forward all relevant information pertaining Home Education to parent/s
2. Parents study the information and forward the official application form to the delegated official at Head Office in Nelspruit	Record the application and acknowledge receipt of application telephonically/in writing with parents

3. Department verifies that all relevant info. is attached to the application form	Contact parents if more info. is needed. Parents are requested to forward outstanding information as soon as possible
4. Application is processed when all information is available	Parents are contacted and an official appointment for a visit at the home where home education is to take place is made
5. Parents are visited at home	Interviewing the parents as regards home education in general, inform the parents about the minimum requirements and the expectations of the Department of Education, build up a positive relationship check the standard of teaching, assessment records, how promotion was done, discuss the advantages and disadvantages of home education, interview the learner/s who are about to receive home education, complete the home visit report (parents must also sign) encourage co-operation
6. Further processing of application	Head of Department approves/not approves the application Registration certificates are prepared in duplicate and one forwarded to the parents File is opened for each learner registered and a MDE/HE no. is awarded Particulars of each family is entered in the data base Correct protocol is followed for informing parents/ Head of Department/ Director: Inclusive Education & Education Support and all other relevant departmental officials
7. Monitoring and support	Second visit of the home to ensure all conditions for home education are adhered to Monitoring of home education
	Forward all new information as regards home education to parents such as Departmental Circulars etc.
	Record all information on the data base

*Contact person:*        *Dr MC Pieterse*  
*Mpumalanga Dept. Education*  
*Private Bag X 11341*  
*Nelspruit, 1200*  
*Tel. (013) 766-5875 ([m.pieterse@education.mpu.gov.za](mailto:m.pieterse@education.mpu.gov.za))*



# education

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

## APPLICATION FOR THE REGISTRATION OF A LEARNER FOR HOME EDUCATION

All parents who wish to apply for the registration of learners for home education must complete this form. A separate form must be completed for each learner.

### 1. Phases

Mark with an X the phase for which home education is required.

1.1 Foundation Phase (Grades 1 – 3) \_\_\_\_\_

1.2 Intermediate Phase (Grades 4 – 6) \_\_\_\_\_

1.3 Senior Phase (Grades 7 – 9) \_\_\_\_\_

### 2. Information about parent who is responsible for education at home

Parental relationship: parent/stepfather/stepmother/widower/widow/divorced/foster parents/institution (Underline where applicable)

2.1 Name of parent \_\_\_\_\_

2.2 Postal Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

2.3 Street/Physical Address: \_\_\_\_\_

Postal Code \_\_\_\_\_

2.4 Telephone numbers: Work: \_\_\_\_\_

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

2.5 Street/Physical Address where home education is to be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Code: \_\_\_\_\_

2.6 Occupation of parents: Father: \_\_\_\_\_

Mother: \_\_\_\_\_

2.7 Qualifications, experience & expertise: Father \_\_\_\_\_

\_\_\_\_\_

Mother: \_\_\_\_\_

2.8 **Position of child in family:** \_\_\_\_\_ of \_\_\_\_\_ children

### 3. Information about learner

3.1 Surname: \_\_\_\_\_

3.2 Name: \_\_\_\_\_

3.3 Date of birth and age \_\_\_\_\_

(please enclose copy of birth certificate)

3.4 Grade for which application is being made: \_\_\_\_\_

3.5 Previous school attended and grade completed: \_\_\_\_\_

3.6 Physical disabilities (if any): \_\_\_\_\_

(please attach medical reports)

3.7 Year of commencement of home education: \_\_\_\_\_

3.8 Number of schools attended since starting school: \_\_\_\_\_

3.9 Number of days absent this year: \_\_\_\_\_

4. Additional learning resources available for the benefit of the learner (including the services of a **tutor** as contemplated in **paragraph 4 (a)** of the policy and the full extent to which he/she will be utilised (please supply full details should a tutor be utilised to teach specific areas of the curriculum):

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### 5. Education programme

Please enclose as a separate Annexure full detail of the education programme/curriculum that the learner will be following.

### 6. Number of hours of education per day

6.1 Hours of the day during which the learner will be educated:

6.2 Hours of contact time: \_\_\_\_\_

(minimum of 3 hours per day is required)

### 7. Record of last grade, e.g. copy of last report

(this record must be enclosed with the application)

8. **State the reason (s) clearly why you are applying to have your child educated at home** (you are referred to paragraph 8 (a) [i] & [ii](b), (c) & (d) in this regard):

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9. **Any convictions for family violence, child abuse and physical or emotional neglect?**

Yes/ No

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**10. Declaration**

I (name of parent) \_\_\_\_\_

Parent of (name of child) \_\_\_\_\_

Hereby declare that the information I have supplied is correct.

\_\_\_\_\_(parent)  
Signature

\_\_\_\_\_  
Date

Please note that, should your application be refused or the registration revoked, you have the right to appeal to the Member of the Executive Council in writing

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**FOR DEPARTMENTAL USE ONLY**

Application approved: \_\_\_\_\_

Application refused: \_\_\_\_\_

Reasons for refusal: \_\_\_\_\_

\_\_\_\_\_  
Date on which the registration certificate was issued and posted to the parent (if applicable): \_\_\_\_\_

Date on which parents was informed about revocation (if applicable): \_\_\_\_\_

Reasons for revoking the registration: \_\_\_\_\_

\_\_\_\_\_(official)  
Signature

\_\_\_\_\_  
Date

The form may, for record purposes, be extended to cater for decisions taken in case of an appeal.

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