

## Application Process for Home Education: 08/2025

1. Visit the following departmental website:

<https://www.education.gov.za/Programmes/HomeEducation.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
  - i. Type on the spaces provided and tick the check box to select the applicable information
  - ii. **Please select** provides you with a list of options to choose from.
  - iii. Complete the form correctly
  - iv. On the last page of the application form there is a **RESET / SAVE** button.
  - v. If you have completed all fields correctly, the **SAVE** button will allow you to save the form in your computer.
  - vi. Use the email address on the front page of the form or choose the relevant email from the list below to send the form together with all other required documents.
  - vii. **RESET** will clean the form to allow you to complete it for another child, should you apply for more than one.
- 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 verify the information submitted and provide guidance where necessary if there are challenges with the application.
3. A verification form will be completed to process the application form.
4. A 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*

5. Parents are informed of the outcome telephonically and a registration letter/ certificate with registration number is issued.

**6. 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:Kegomoditswe.Ramadiro@gauteng.gov.za">Kegomoditswe.Ramadiro@gauteng.gov.za</a>
KwaZulu-Natal	<a href="mailto:Dineo.Motloli@kzn DOE.gov.za">Dineo.Motloli@kzn DOE.gov.za</a> <a href="mailto:Sibusiso.Mpethwane@kzn DOE.gov.za">Sibusiso.Mpethwane@kzn DOE.gov.za</a> <a href="mailto:Sandile.Mbanjwa@kzn DOE.gov.za">Sandile.Mbanjwa@kzn DOE.gov.za</a> <a href="mailto:Nosabelo.Shangase@kzn DOE.gov.za">Nosabelo.Shangase@kzn DOE.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:sakienahmnisi@gmail.com">sakienahmnisi@gmail.com</a>
Northern Cape	<p><b>Applications should be directed to the following District Officials</b></p> <p><b>JohnTaolo Gaetsewe:</b> Mr. D. Disang <a href="mailto:jtghomeeducation@ncdoe.school.za">jtghomeeducation@ncdoe.school.za</a></p> <p><b>Frances Baard:</b> Ms N. Gumede <a href="mailto:fbhomeeducation@ncdoe.school.za">fbhomeeducation@ncdoe.school.za</a></p> <p><b>ZF Mgcawu:</b> Mr W. Assegai <a href="mailto:zfmhomeeducation@ncdoe.school.za">zfmhomeeducation@ncdoe.school.za</a></p> <p><b>Namakwa:</b> Ms C. Cupido <a href="mailto:namhomeeducation@ncdoe.school.za">namhomeeducation@ncdoe.school.za</a></p> <p><b>Pixley Ka Seme:</b> Ms L. Mdekazi <a href="mailto:pkshomeeducation@ncdoe.school.za">pkshomeeducation@ncdoe.school.za</a> <a href="mailto:manukusegotsane@gmail.com">manukusegotsane@gmail.com</a></p>
North West	<a href="mailto:Mlephogole@nwp.gov.za">Mlephogole@nwp.gov.za</a>
Western Cape	<a href="mailto:Deon.louw@westerncape.gov.za">Deon.louw@westerncape.gov.za</a>

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

1. Visit the following departmental website:

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

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

OR

2. Follow the steps below:

- Go to [www.education.gov.za](http://www.education.gov.za)
- In the home page
- Go to INFORMATION
- Then click PARENTS AND GUARDIAN
- Then Click SERVICES
- Then Click HOME EDUCATION
- You will find the Application forms and the relevant information on Home Education..