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**PROVINCE OF THE EASTERN CAPE  
DEPARTMENT OF EDUCATION**

**PROPOSED**

**FINAL DAFT OF THE EASTERN CAPE POLICY  
FOR THE REGISTRATION OF LEARNERS FOR  
HOME EDUCATION**

GET DIRECTORATE  
NOVEMBER 2003

PROVINCE OF THE EASTERN CAPE  
DEPARTMENT OF EDUCATION

DRAFT POLICY OF THE EASTERN CAPE FOR THE REGISTRATION OF LEARNERS  
FOR HOME EDUCATION.

**PREAMBLE**

This policy is formulated in line with the Policy for Registration of Learners for Home Education as promulgated in the Government Gazette, Notice 20659, published in November 1999. It is also in line with the National Policy Act 1996 (No. 27 of 1996). This policy must be read with section 51 of the South African Schools Act, 1996 (No. 84 of 1996)

**INTERPRETATION**

- 1 In this policy any expression to which a meaning has been assigned in the South African Schools Act, 1996 (No. 84 of 1996), (hereafter referred to as the Act), has that meaning.

**SCOPE**

- 2 This Policy applies uniformly to all learners not registered in a public or independent school, as the provincial norm and standard pertaining to Home Education.

**ADMINISTRATION OF HOME EDUCATION**

- 3 a) The Head of Department is responsible for the administration of the registration of learners to receive education at home and for the monitoring thereof. The Head of Department may delegate the responsibility to an official of the Department designated for the purpose.
- b) The details pertaining to the implementation of this policy will be set out in a procedures manual.
- c) An Advisory body representing all relevant stakeholders will make use of the procedures manual in dealing with all matters pertaining to Home Education.
- d) It is the responsibility of the Provincial Department of Education to ensure that any official authorised to inspect Home Education is familiar with the required policies and procedures, and the ethos of Home Education.

**HOME EDUCATION**

- 4 Home education as contemplated in the SASA (84 of 1996) section 51 is:
- a) A programme of education that a parent<sup>1</sup> of a learner (s) may provide to his or her own child at their own home. In addition a 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.

<sup>1</sup> "parent" means:

- a) The parent or guardian of a learner;
- b) Or the person legally entitled to the custody of a learner; or
- c) The person who undertakes to fulfil the obligation of a person referred to in paragraph 4 a) or b) towards a learner's education at home.

## APPLICATION FOR REGISTRATION

- 5 a) A parent of a learner of compulsory school-going age, who wishes to opt for education at home should apply to the Superintendent General to register the learner for any of the three compulsory school phases of education:
- Foundation phase (grades 1-3)
  - Intermediate phase (grades 4-6)
  - Senior phase (grades 7-9)
- b) A parent of a learner with special needs must also apply for registration.
- 6 A parent of a learner who is no longer of compulsory school-going age or grade need not apply for registration for home education.
7. The prescribed application form for registration<sup>2</sup>, together with a contact address of a person from whom information pertaining to the provincial curriculum for the relevant school phase of the learner can be obtained at any Department of Education District Office in the province.
- 8 The completed application form should be accompanied by copies of the Birth Certificate And the last school report or record of the learner.
- 9 If a learner was admitted at a public or independent school prior to receiving home education, the application should also be accompanied by a Transfer Certificate, which must be issued by the previous school.

## CONDITIONS FOR REGISTRATION OF A LEARNER FOR EDUCATION AT HOME

- 10 The parent of the learner will take responsibility for providing:
- a) A programme of education to his or her own child at their own home. 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
- 11 The Superintendent General, in setting conditions and considering the registration should:
- a) Consider recommendations of the Advisory Committee.
  - b) Obtain information from the parent showing that:
    - i. Education at home will be in the interest of the learner and that the learner will benefit from such kind of education.
    - ii. The learner will be engaged in educational activities as least as regularly as in a public school.
  - c) Receive information from the parent giving:
    - i. An outline of the educational program that the learner will be following.
    - ii. The highest education standard achieved by the parent.
    - iii. A list of the basic resources available for the benefit of the learner.
    - iv. Hours of the day and minimum number of school days per year during which the parent plans to educate the learner.

<sup>2</sup> (ECDE/Admin/02)

- 12 The learner programme should:
- a) Suit the age and ability of the learner
  - b) Comply with the minimum requirements of the curriculum in public schools.
- 13 The curriculum should comply with the language policy and the Assessment Standards specified for each of the phases as contained in the National Curriculum.
- 14 The learner should receive at least 15 hours contact education time per school week.
- 15 The education provided at home should be consistent with the values contained in the constitution that all role players must adhere to. Parents who choose home education for reasons related to curriculum, ideology and pedagogy must not instil unfair discrimination, racism or religious intolerance in learners.

#### REGISTRATION OF A LEARNER FOR HOME EDUCATION.

- 16 The Superintendent General or his designated official must respond within 30 days after receipt of the application for registration.
- 17 If the Superintendent General is satisfied that all conditions have been complied with, he or she must register the learner for home education and provide the parent with a Certificate of Registration. If not he / she must inform the parent in writing, furnishing the reasons for the application not being successful .
- 18 The registration will remain in force until the learner reaches the end of each phase or until it is revoked.
- 19 If the Superintendent General does not approve the registration of the learner, the parent must be informed that he or she may appeal in writing to the MEC in terms of section 51 (5) of the South African Schools Act of 1996.
- 20 The procedures prescribed in section 3(5) or (6) of the Act must be applied against a parent of a learner of compulsory school-going age who, for whatever reasons, is not registered for home education, and is not enrolled at a public school or a registered independent school, or is exempted from compulsory school attendance in terms of section 4 of the Act.

#### DUTIES OF THE PARENT FOR THE MONITORING OF THE HOME EDUCATION

- 21 After the learner has been registered for home education, the parent must perform the following duties:
- a) A record of attendance must be kept.
  - b) A portfolio of the work of the learner, with evidence of intervention and other educational support given to the learner must be kept. Up-to-date records of progression of a learner must be maintained.

- c) The parent must keep evidence of continuous assessment of the learner's work, which reflects the learner's progress towards achieving the outcomes of the learning programme. Evidence must also be kept of assessment / examinations at the end of each year of home education and at the end of grades 3, 6, and 9 stating whether or not the outcomes for these grades have been achieved.
- d) Keep record of all the relevant assessment results for a period of three years for monitoring by the Superintendent General or a designated official.
- e) At the end of every phase the parent should appoint an independent, suitably qualified person(s) approved by the Superintendent General, in conjunction with the Advisory Committee, at the parent's own expense for the assessment of the progress of the learner at the end of the phase that the learner is completing. A parent may approach a public school or a registered independent school for assistance in obtaining such services. The person(s) should submit a statement to the Superintendent General confirming that the learner so assessed has indeed reached the required level.
- f) Should a learner be admitted to a public school, the parent should notify the Superintendent General in writing to terminate the registration of the learner for home education.

#### CONDITIONS OF WITHDRAWAL OF THE REGISTRATION

- 22 The Superintendent General may withdraw the registration of a learner receiving home education, after having made a reasonable effort to obtain or verify relevant information, if:
  - a) Any of the information contained in the application is false.
  - b) Any of the conditions outlined in terms of paragraphs 10 to 15 is not complied with; or
  - c) Any criteria set in section 51 (2) (b) of the South African Schools Act is no longer complied with.
- 23 Registration may be withdrawn only after the Superintendent General has:
  - a) Informed the parent in writing of his or her intention to take action and the reasons therefore.
  - b) Granted the parent the opportunity to make representation to him or her in relation to such action; and
  - c) Duly considered any such representation received.
- 26 The Superintendent General must inform the parent that he or she may appeal in writing to the MEC against the withdrawal of registration.
- 27 If a learner is within the compulsory school attendance age when the registration is withdrawn, such a learner must then attend a school (either public or independent). A parent who fails to comply will be guilty of an offence.

# EASTERN CAPE DEPARTMENT OF EDUCATION

## 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.

All information will be treated as private and confidential and will be used for departmental purposes only.

This form has 4 sections: Section A must be completed once for the primary educator.

Section B must be completed for each learner.

Section C declaration must be completed by the parent and also details supporting documents required.

Section D is for departmental use only.

### SECTION A

#### 1. INFORMATION ABOUT THE PARENT WHO IS RESPONSIBLE FOR EDUCATION AT HOME

A	Surname of Parent:
B	First name(s) of parent:
C	Street/Physical address where home education is to be based:
	Telephone number at this address:
D	Street / Physical address (if different to c. above)
E	Postal address (if different to c. above)
F	Telephone number:
G	Cell Phone number:
H	E-mail address:
I	Educational details of parent
	Qualifications:
	Experience:
	Expertise:

**2. INFORMATION ABOUT THE TUTOR WHO IS ACTING AS THE PRIMARY EDUCATOR (if applicable)**

A	Surname of Tutor:
B	First name(s) of Tutor:
C	Street / Physical address
D	Postal address (if different to c. above)
E	Telephone number:
F	Cell Phone number:
G	E-mail address:
H	Educational details of Tutor
	Qualifications:
	Experience:
	Expertise:

**3. STATE REASON(S) WHY YOU ARE APPLYING TO HAVE YOUR CHILD EDUCATED AT HOME**


**4. BASIC LEARNING RESOURCES AVAILABLE FOR THE BENEFIT OF THE LEARNER(S) INCLUDING THE SERVICES OF A TUTOR (other than the tutor mentioned in section 2.)**


**5. BASIC OUTLINE OF THE EDUCATION PROGRAM THE LEARNER(S) WILL BE FOLLOWING**


SECTION B

6. INFORMATION ABOUT THE LEARNER (make copies of this page and complete one for each learner)

A	Select with an X the phase for which home education is required:
	Foundation Phase (grades 1-3) : <span style="float: right;">Grade:</span>
	Intermediate Phase (grades 4-6) : <span style="float: right;">Grade:</span>
	Senior Phase (grades 7-9) : <span style="float: right;">Grade:</span>
A	Surname of Learner:
B	First name(s) of Learner:
C	Date of Birth (YY/MM/DD):
D	Age:
E	Previous school attended (if any):
F	Last grade at the above school:
G	Special needs:
H	Year of commencement of Home Education:
E	Telephone number:
F	Cell Phone number:
G	E-mail address:
H	Educational details of Tutor
	Qualifications:
	Experience:
	Expertise:

7. NUMBER OF HOURS OF EDUCATION

A	Number of days per year (School year is about 190 days) :
B	Hours of contact teaching time per week (minimum is 15 hours per week) :

8. RECORD OF LAST GRADE e.g. copy of a school report

This record/report must be enclosed with the application form (if applicable)



SECTION C

9. DECLARATION

I (name of parent) .....

Parent of (name of child(ren))  
 .....  
 .....

Hereby declare that the information I have supplied is correct.

Signed .....(parent)

Date .....

10. SUMMARY OF ATTACHMENTS TO THIS APPLICATION FORM

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

A	Certified copy of birth certificate of the learner (s)
B	Where applicable : Copy of Last School report / record of learner(s) Copy of the Transfer Certificate of the learner(s)
C	Certified copies of academic Qualifications of : The parent The tutor
D	An outline of the education programme.

SECTION D

FOR DEPARTMENTAL USE ONLY

11. RECOMMENDATION OF EDUCATION DEVELOPMENT OFFICER

Recommended / Not recommended:.....

Comments:

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.....  
EDUCATIONAL DEVELOPMENT OFFICER

.....  
DATE

12. RECOMMENDATION OF DISTRICT DIRECTOR/MANAGER

Recommended / Not recommended:.....

Comments:

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.....  
DISTRICT DIRECTOR

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DATE

13. RECOMMENDATION OF DIRECTOR: INSTITUTIONAL MANAGEMENT

Recommended / Not recommended:.....

Comments:

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DIRECTOR: INSTITUTIONAL MANAGEMENT

.....  
DATE

14. RECOMMENDATION OF CHIEF DIRECTOR

Recommended / Not recommended:.....

Comments:

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CHIEF DIRECTOR  
EDUCATION PROVISIONING & MANAGEMENT

.....  
DATE

15. APPROVAL OF THE SUPERINTENDENT GENERAL

Approved / Not approved : .....

Comments:

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.....  
SUPERINTENDENT GENERAL  
DEPARTMENT OF EDUCATION

.....  
DATE