



**Western Cape
Government**

Education

POLICY ON EDUCATION AT HOME

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Appendices

Annexure A: Registration of a learner for education at home (WCED 087)

Annexure B: Checklist for visitation and assessment of learners receiving education at home

1. Definitions

In this policy, unless the context indicates otherwise,

“education at home” means a purposeful programme of education that a parent of a learner, alternative to compulsory school attendance, which –

- (a) is provided under the direction of the learner’s parent mainly in the environment of the learner’s;
- (b) may include tutorial or other educational support services secured by the parent; and
- (c) meets the requirements for registration of a learner for home education contemplated in section 51(2);

“parent” means

- (a) the parent or guardian of a learner;
- (b) the person legally entitled to custody of a learner; or
- (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner’s education at the school;

“the Act” means the South African Schools Act, 1996 (Act 84 of 1996); and

“competent assessor” means a qualified educator registered with the South African of Educators or a person registered as an assessor with the South African Qualifications Authority.

2. Introduction

The Western Cape Education Department is responsible for the administration of the registration of learners to receive education at home, the assessment of the learner and for the monitoring of compliance with the stipulations of this policy.

3. Purpose and scope

3.1 The purpose of this policy is to

- (a) set out the process for a parent of a learner to apply to the Head of Department for the registration of a learner to receive education at the learner’s home;
- (b) lay down procedures for the administration of registration for a learner to receive education at home; and
- (c) develop a checklist for visitation and assessment for a learner who receives education at home.

3.2 The scope of this policy applies uniformly to all applicants who apply for education at home, as well as registered learners receiving education at the learner’s home, in the Western Cape Province.

4. Legislative framework

South African Schools Act, 1996 (Act 84 of 1996)

National Education Policy Act, 1996 (Act 27 of 1996)

Policy for the Registration of Learners for Home Education – Government Gazette 20659 of 23 November 1999 (Government Notice 1411 of 1999)

5. Criteria for registration

5.1 A parent of a learner of compulsory school-going age must apply to the Head of Department, in the prescribed manner for the registration of the

- learner to receive education at home, such application must be submitted to the Head of Department not later than 30 September of the year preceding the beginning of the school year in which a learner wishes to start education at home.
- 5.2 The following compulsory phases of education, for which registration by the Western Cape Education Department is required, can be offered for education at home:
- 5.2.1 Foundation Phase (Grade 1-3)
 - 5.2.2 Intermediate Phase (Grade 4-6)
 - 5.2.3 Senior Phase (Grade 7-9)
- 5.3 A learner who is no longer of compulsory school-going age need not apply for registration for education at home.
- 5.4 A learner who wishes to continue with the senior phase (Grade 10-12) after he or she has completed Grade 9, must either enrol at a public school, a registered independent school or employ the services of a registered private service provider to enter for the National Senior Certificate Examinations.
- 5.5 A learner who is registered for home education is not exempted from compulsory school attendance.
- 6. Registration process**
- 6.1 The parent of a learner must apply for registration for education at home for each of the phases referred to in paragraph 5.2. on the prescribed application form, Annexure A (WCED 085).
- 6.2 The Head of Department, must make available an application form (WCED 085) to any parent who wishes to apply for approval to educate his or her child at home, together with the following documents or information:
- 6.2.1 Information pertaining to the national curriculum of the school phase of the learner.
 - 6.2.2 Minimum standards relating to assessment within the school phase of the learner.
- 6.3 A parent must complete the prescribed application form (WCED 085) for education at home and include the following documents or information:
- 6.3.1 A certified copy of the birth certificate or identification document of the learner.

- 6.3.2 A transfer certificate from the school, if the learner was educated at a public school or independent school prior to being educated at home (The learner will retain his or her Central Education Management Information System number).
- 6.4 If the Head of Department is satisfied that the application meets the requirements and that all the conditions in paragraph 7 below have been complied with, the Head of Department must, approve the application and register the learner for education at home and provide the parent with a certificate of registration within 30 days after receipt of the application on the prescribed form.
- 6.5 Registration under sub-paragraph 6.4 remains in force until the learner reaches the end of each phase, or until it is revoked.
- 6.6 If the application is declined, the Head of Education must inform the parent, within 30 days, in writing of the reasons for the decision.

7. Conditions for education at home

- 7.1 The registration of a learner for education at home is subject to the
- 7.1.1 submission, with the application, of supporting arguments to justify that education at home will be in the interest of the learner and that the learner will benefit from it;
- 7.1.2 learner receiving at least 3 hours contact teaching time per school day;
- 7.1.3 parent understanding of, acceptance of and is equipped to fulfil the responsibility of education at home for the learner; or
- 7.1.4 taking into account the circumstances of the learner or parent;
- 7.1.5 character of education at home as an alternative to compulsory school attendance; and
- 7.1.6 monitoring of education at home by the Department at any stage.
- 7.2 To determine what would be in the best interest of the learner, the parent must provide information about the programme that will be followed and learning resources that will be available.
- 7.3 The parent of a learner must submit the proposed curriculum to be used for education at home for approval by the Head of Department, which curriculum complies with the minimum requirements of the curriculum in public schools of the province.

- 7.4 The learning programme must suit the age and ability of the learner in such a manner that it
 - 7.4.1 is not inferior to the standard of education provided at public schools; and
 - 7.4.2 complies with the language policy and the outcomes specified for each of the phases.
- 7.5 The education provided at home must be consistent with the values contained in the Constitution of the Republic of South Africa, 1996 and the Act.
- 7.6 Parents who choose education at home for reasons related to curriculum, philosophy and pedagogy must not instil unfair discrimination, racism or religious intolerance in learners.

8. Prohibitions

- 8.1 It is prohibited for a parent of a learner, who is registered to receive education at home, to
 - 8.1.1 provide education for that learner at a home other than the learner's own home; and
 - 8.1.2 form tutorial groups or clusters with other learners.

9. Record keeping, monitoring and evaluation of progress

- 9.1 After the learner has been registered for education at home, it is the parent's responsibility to
 - 9.1.1 keep record of attendance;
 - 9.1.2 keep a portfolio of the work of a learner;
 - 9.1.3 maintain up-to-date records of progression of the learner;
 - 9.1.4 maintain a portfolio of work of the learner with evidence of interventions and other educational support provided;
 - 9.1.5 keep evidence of continual assessment of the learner's work, by a competent assessor, which reflects the learner's progress towards achieving the outcomes of the learning programme;
 - 9.1.6 keep evidence of assessment at the end of each year of education at home and at the end of Grades 3, 6 and 9 stating whether or not the outcomes for these grades have been achieved; and
 - 9.1.7 keep all relevant assessment results for a period of three years for monitoring by the Head of Department.
- 9.2 At the end of every phase, the parent should appoint an independent, qualified person(s) approved by the Head of Department at the parents

own expense for the assessment of the learner's progress at the end of the phase that the learner is completing.

- 9.3 A parent may approach a public school for assistance or to obtain such services.
- 9.4 The person(s) appointed by the parent in sub-paragraph 9.2 or the principal of the public school in sub-paragraph 9.3 must submit a statement to the Head of Department, confirming that the learner so assessed has indeed reached the required level.
- 9.5 If a learner, of compulsory school going age, is admitted to a public school or registered independent school, the parent must request the Head of Department in writing, accompanied by documentary proof of admission of the learner to a public school or registered independent school, to terminate the learner's registration for education at home.

10. Withdrawal of registration

- 10.1 The Head of Department may withdraw the registration of a learner who is receiving education at home if,
 - 10.1.1 after investigation, the Head of Department is satisfied that education at home is no longer in the interest of the learner;
 - 10.1.2 having made a reasonable effort to obtain or verify relevant information
 - (a) any information contained in the application is false; or
 - (b) any criteria or conditions in paragraph 5 or 7 are not complied with.
- 10.2 The Head of Department may not withdraw a learner's registration for education at home before –
 - (a) informing the parent in writing of his or her intention to take such action and the reasons thereof;
 - (b) granting the parent an opportunity to make representations to him or her in relation to such action; and
 - (c) giving due consideration of any such representations received.
- 10.3 If a learner falls within the compulsory school-going age category when the registration is withdrawn in terms of sub-paragraph 10.1, such a learner must either attend a public or registered independent school.

11. Appeal

11.1 A learner or the parent of a learner may, within 14 days of receiving notification of the withdrawal of registration, appeal to the Provincial Minister against the withdrawal of a registration or a refusal to register a learner in terms of section 51(5) of the Act.

11.2 The Provincial Minister must respond to the appeal within 21 days of receiving it.

12. Review

This policy must be reviewed when the need arises or in the case of changed circumstances, including changes to legislation and/or regulations and budgetary.

Signed atthis.....day of2014

DAC GRANT
PROVINCIAL MINISTER RESPONSIBLE FOR EDUCATION IN THE WESTERN CAPE