



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

FAMILY REGISTRATION FORM

Main Member				
<b>The custodial parent or legal guardian of the learners PLEASE PRINT ALL</b>	Title:			
	First Names (as on ID):			
	Full Initials:			
	Surname:			
	ID/Passport Number:			
Relation to child:				

Spouse				
<b>If the above does not adequately explain the family situation, please provide further information in the space below</b>	Is the spouse deceased/divorced?	YES		NO
	Title:			
	First Names (as on ID):			
	Full Initials:			
	Surname:			
	ID/Passport Number:			
	Relation to child:			

Space for alternative family information				

Contact Details				
<b>Our primary way of communication is email. PLEASE CHECK THE SPELLING when adding your email!</b>	Email:			
	Cell Number:			
	Home Number:			
	Work Number:			



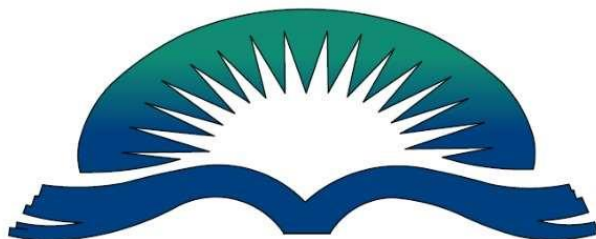
*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

Physical/Postal Address	
<p style="color: red; text-align: center;">In cases where the parents are not living together, both addresses should be provided</p>	Residential Address:
	City/Suburb:
	Postal Code:
	Region
	Postal Address:
	City/Suburb:
	Postal Code:

Physical/Postal Address	
<p style="color: red; text-align: center;">Only complete if applicable (see above)</p>	Residential Address:
	City/Suburb:
	Postal Code:
	Region
	Postal Address:
	City/Suburb:
	Postal Code:

General Information	
Date homeschool started	(dd/mm/yyyy):
Home Language	(one or more):
Curriculum/program/approach	
<p style="color: red; text-align: center;">A brief description (Answers such as “Eclectic”, “GED”, “CambriLearn”, “Unschooling”, “Montessori”, “Maths-U-See for math’s and Oikos for the rest” or “Own Curriculum” are equally acceptable)</p>	
Where did you hear about HSAN?	E.g., Facebook, Friends, Online, Radio/TV, Therapy, Other
Why did you choose to home educate?	



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

Learner information			
<p style="color: red;">All learners of school-going age* should be listed. Other children in the family can be added if the family prefers.</p>			
		MAIN MEMBER	SPOUSE
NAME & SURNAME	ID/PASSPORT NR	RELATIONSHIP	RELATIONSHIP
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

\*\*"School-going age" is defined as being from the first day of school year in which the child turns six (6) until the last day of the school year in which a child turns sixteen (16) or completes Grade 9, whichever comes first.

Important
<p>Incomplete or inaccurate information on this page are the most common reasons why membership applications are delayed. We need a complete and accurate understanding of your situation to know whether we will be able to defend your situation, should it be necessary, in court. Before continuing, please check the following:</p>
<ol style="list-style-type: none"> <li>1. It should be clear whether this is a temporary situation due to Covid-19 or a permanent situation.</li> <li>2. If both parents work outside the home, it should be clear who is teaching/supervising/tutoring the children in their absence.</li> <li>3. If both parents work and they are also the primary educators, it should be clear how both education and work are managed.</li> </ol>

Educators			
<p style="color: red;">Please list every person who educates/trains the learner/s for more than two hours per week</p>			
NAME & SURNAME	CONTACT NUMBER	HIGHEST QUALIFICATION	SUBJECT / ACTIVITY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
10.			



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

Legal Relationship to Learners		
Please explain the legal relationship between each educator/tutor/trainer, e.g., “biological parent”, “adoptive parent”, “stepparent”, “legal guardian (appointed by a court)”, “no relationship”. NB: it can differ from one learner to the next		
EDUCATOR/TUTOR/TRAINER NAME & SURNAME	LEARNER	RELATIONSHIP
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Status of parents		
The role of the parent may be that of the parent or the educator and this might be during the day or afterhours. Please select your status as parents below.		
CURRENT STATUS	MOTHER/FATHER	MOTHER/FATHER
Work Full Time		
Work Part Time		
Do not work		
Educator		
Other		
In case of other, or if you need to elaborate, please do so in the space provided		

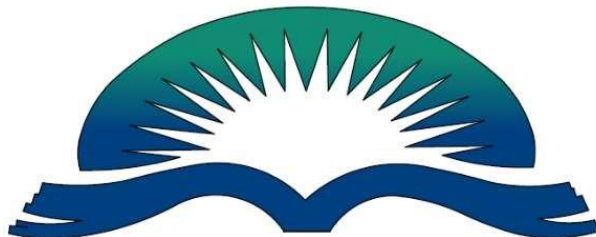


*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

Education	
<b>*Teaching defined as time exclusively spent educating the children</b>	
Indicate total academic hours PER WEEK spent teaching the learners DURING school hours (7:30 – 14:00): Your answer should be a number, i.e., “10”	
Indicate hours PER WEEK spent teaching the learners OUTSIDE of school hours (14:01 – 17:00): Like extra classes, sport, cultural (arts, dancing, choir etc.)	
Where will education take place?	
At the learner’s own home	On another property
<b>If the child/ren receives instruction at another property/Tutor Center, please provide the details:</b>	Name of Center:
	Contact number of Center:
	Email Address of Center:
	Physical Address of Center:
	City/Suburb:
	Is the Center registered at HSAN? (YES/NO)
	HSAN Center registration nr:
Please elaborate. (If another adult is providing supervision, give his/her name, contact details, relationship to the child, where supervision will take place and between which hours:	
If the above information (educators, weekly hours, supervision, etc.) does not adequately explain your family’s educational situation, please provide more information:	

Home Education	
Did the Main Member and/or Spouse receive home education themselves?	
Main Member (YES/NO)	
Spouse (YES/NO)	
Special Circumstances	
Please provide information pertaining to any special home circumstances, educational circumstances, working conditions, medical conditions, etc.	



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

History	
<b>Please answer every question as accurate as possible</b>	
Have you had any contact with the Ministry of Education? (YES/NO)	
Legal Action	
Has any legal action been threatened or brought against your home education, or anyone associated with it, or have you contacted or been contacted by any school or education official, social worker or other government official concerning your children, your home education, or absence from institutional schools? (YES/NO)	
If yes, please describe the threat, legal action, or contact (by whom & when). Be prepared to provide copies of correspondence, legal proceedings, etc. on the next page	

Child Abuse	
Have you, your spouse, or any of those listed as “Educators/Tutors/Trainers” on the previous page, ever been investigated for or charged with child abuse, neglect, or any other related charges? (YES/NO)	
If yes, please explain when the investigation occurred, if there was a finding of neglect or abuse, and if it has been fully resolved. Be prepared to supply copies of any court documents regarding this case when requested	

Payment	
<b>There are two payment options for your Standard Membership fee</b>	
Once-off EFT	
With this payment option you pay your full annual membership fee of N\$500 with a once-off Electronic Funds Transfer (EFT) through your bank. Your membership will commence on the first day of the month following the date on which the Association received proof of payment.	
Stop Order	
With this payment option you either give instruction to your bank to create a stop order, or you create a recurring payment yourself through your internet banking services. Your membership will commence on the first day of the month following the date on which the Association received the first stop order.	
Fees	
Family educating own children at home	N\$500 per annum
Family enrolled at a HSAN Tutor Center (center number required)	N\$400 per annum
Family enrolled at a Tutor Center, not registered at HSAN	N\$500 per annum



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

Account Details
Bank Windhoek Account Name: HSAN Account Number: 802 275 98 32 Lifestyle Branch: 483-871 Account Type: Cheque/Current Swift Code: BWLINANX Reference: Main Member Name & Surname <b>Send proof of payment with this form to <a href="mailto:hsaninfo@gmail.com">hsaninfo@gmail.com</a></b>

Family Commitment
<b>As the parent(s) or legal guardian(s) of the children listed in this form, you undertake to:</b>
<ul style="list-style-type: none"> <li>· Provide accurate and honest information above (failure which will result in termination of membership)</li> <li>· Exercise diligence to educate the child/ren in a responsible way.</li> <li>· Direct the education of the child/ren to the full development of all aspects of the personality of the individual child, including but not limited to:               <ul style="list-style-type: none"> <li>a) Religious and cultural education and upbringing;</li> <li>b) Respect for the rights and fundamental freedoms of others;</li> <li>c) Respect for the law and legitimate authority; and</li> <li>d) Responsible stewardship of the natural environment.</li> </ul> </li> <li>· Guide, direct and secure the education of the child/ren in a manner appropriate to the child's individual personality, age, maturity, and stage of development.</li> <li>· Refrain from leaving the child/ren unattended (i.e., without adult supervision) at home.</li> <li>· Notify HSAN promptly               <ul style="list-style-type: none"> <li>a) Any threatened or actual legal communication received by the Member and/or Spouse in relation to the home education of their children</li> <li>b) Any contact by a school, educational official, social worker, or other government official concerning the child/ren, home education of the child/ren, or absence from a school.</li> <li>c) Any contact by anybody whomsoever that the Member or the Spouse perceive to be threatening to their child/ren and/or the home education of their child/ren.</li> </ul> </li> <li>· Co-operate fully in the defense of any legal action (threatened or otherwise) which may be brought against the Member or Spouse in relation to the home education of their child/ren.</li> <li>· Contribute to the Association the amount appropriate to the Member's category of membership.</li> <li>· Keep all information as reflected on the Membership form up to date.</li> <li>· Consent to the use by the Association of personal information, including special personal information about the Member's child/ren, for the purpose set out on the next page.</li> </ul>



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

HSAN Commitment
<b>During the time that the Member is a paid-up member of the Homeschool Association of Namibia, the Association undertakes to:</b>
<ul style="list-style-type: none"> <li>∨ Treat all information furnished by the Member as strictly confidential and use it solely:               <ul style="list-style-type: none"> <li>a) to prepare for any potential legal defense in relation to the Member and/or Spouse's home education of their child/ren; and</li> <li>b) to communicate with the Member regarding any information that will affect the Member and/or Spouse's home education and/or membership with the Association.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>∨ Exercise due diligence in administering all contributions by Members as an indivisible part of the Association to defend, by the most appropriate means as determined by the Founding Members and directors, the right of Members to home educate against unlawful encroachment by the legislative, executive, or judicial branches of government.</li> </ul>
<ul style="list-style-type: none"> <li>∨ Provide quality legal representation on any actual or threatened criminal proceedings brought against the Member and/or Spouse in relation to their home education.</li> </ul>
<ul style="list-style-type: none"> <li>∨ Decline to assist in the defense of a member or in an appeal against a decision and decline to continue to render assistance in a matter if, in the exclusive discretion of the Associations Founding Members and directors, the likely result regarding legal precedent or the cost will be detrimental to the interests of the Member, the Spouse or those of other Members.</li> </ul>
<ul style="list-style-type: none"> <li>∨ Communicate with the Member regarding any information that will affect their home education and/or their membership with the Trust.</li> </ul>
<b>The Association represents its members ONLY in conflicts with organs of the state. This means that it CANNOT represent its members in conflicts</b>
<ul style="list-style-type: none"> <li>a) between parents about custody of the children and their home education</li> <li>b) with curriculum providers</li> <li>c) that have their origin in events that precede the commencement of membership</li> </ul>
<ul style="list-style-type: none"> <li>∨ Membership will commence on the first day of the month following the date on which the Association receives proof of payment / first stop order unless a later date is requested by the Member in writing.</li> </ul>
<ul style="list-style-type: none"> <li>∨ Membership is valid for a period of twelve (12) months from the date of commencement unless               <ul style="list-style-type: none"> <li>a) the family should stop home education, in which case it ceases automatically;</li> <li>b) the Member discontinues the stop order or payment of fees, in which case it ceases with the last payment; or</li> <li>c) there is any other breach in the terms of this agreement.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>∨ This agreement will be considered invalid if the application is not completed and / or proof of payment is not submitted within three (3) months after this agreement was signed. Special arrangements can be made by contacting the office directly at <a href="mailto:hsaninfo@gmail.com">hsaninfo@gmail.com</a></li> </ul>
<ul style="list-style-type: none"> <li>∨ The Association reserves the right to refuse any application without providing reasons.</li> </ul>





*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

### CODE OF CONDUCT

As an Association, we submit to the Basic Education Act 3 of 2020 and therefore we urge parents, tutor center owners and tutors to familiarize themselves with the following guiding principles in education matters:

Basic Education Act 3 of 2020 Article 3 (a)-(l):

“In determining any policy or making any decision relating to basic education or implementing any provision of this Act, a person must observe the right of a child to education and give due regard to the following principles -

- (a) the best interests of a child;
- (b) the protection and promotion of the well-being of all children;
- (c) the rights of children as contained in the Namibian Constitution;
- (d) the obligations of Namibia concerning the well-being, development, and protection of children in terms of the United Nations Convention on the Rights of the Child, the African Charter on the Rights and Welfare of the Child and other international agreements binding on Namibia;
- (e) the education that is inclusive, learner-centered, focusing on the needs of the learner who is encouraged to express his or her own view or opinion on a matter which concerns or affects him or her;
- (f) the school environment that is safe and conducive to teaching and learning;
- (g) the preference that is given to the mother tongue of the learner as medium of learning and instruction at school in accordance with section 15;
- (h) the prevention of any form of discrimination or any form of child abuse;
- (i) the decentralization of management and administration of education to regions, local communities and schools;
- (j) the recognition of the needs of a child for development, and to engage in play and other recreational activities appropriate to the age of a child;
- (k) the provision of reasonable access to universal quality education to all children in Namibia; and
- (l) the prioritization of continuous teachers’ professional development. The success of a center is not in its name, location, or type. Success is what happens inside a specific community in support of every individual learner.“

#### 1. Performance Standards

The Performance Standards define a good center and what it can become. There are three key characteristics that are evident when centers effectively and productively tend to the Performance Standards.

Key Characteristics we are looking for in a center of learning are:

- Clear and informative communication —with consistency and purpose;
- Clear learning expectations for all parents, learners, and tutors;
- A positive and optimistic approach to learning from tutors, center leadership and students alike.

#### 2. Engagement of Learning

We would like to see that students are happy and safe in their environment. They need to participate with confidence and display eagerness over their own learning. The center should have policies in place which engages in practices that support all learners being included in the learning process.

#### 3. Growth in Learning

The center positively impacts learners throughout their journey of learning which is reflected in the learner’s ability to meet expectations in knowledge and skill acquisition.



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

#### 4. Healthy Culture for Learning

The center creates and maintains a healthy culture and community where learners, parents, and educators feel connected to the purpose and work of the center and behave in alignment with the stated values and norms. Centers define the needs of each learner and what it will take for the learner to succeed in their educational journey. Centers ensure that each learner has access to effective teaching and additional support services. No learner should be excluded based on their background or demographic footprint or any form of direct or indirect discrimination on grounds of race, ethnic origin, colour, sex, religion, creed, social or economic status. No Center shall conduct any form of initiation or allow their learners to participate in it. The center demonstrates, through actions, its belief that every learner can succeed in their educational goals.

#### 5. Required Subjects

- English Reading & Grammar & Writing
- Mathematics
- Social Studies
- Science

#### 6. Compulsory Attendance

Compulsory attendance according to the Basic Education Act 3 of 2020 Section 9(1) & (1)(a), is age six (6) and should last until the age of sixteen (16) years. All children of school-going age should be registered with a governing body. Furthermore, the Basic Education Act 3 of 2020 stipulates:

- a) That children must be admitted in a grade appropriate to their ability and age in accordance (Section 9(3));
- b) when a child is not on par with others, the child has a right to receive appropriate support as may be prescribed (Section 9(4)), and
- c) learners of twenty-one (21) years or younger who left school for whatever reason may be re-admitted to the formal education system under prescribed conditions (Section 9(5)).

The minimum attendance of academic education should be not less than One Hundred and Eighty-Five (185) days per year and not less than two (2) hours per day.

#### 7. Testing Requirements

A homeschooled learner is required to participate in either state testing, provided he/she has the necessary enrolment at a state- or private school in place, or curriculum approved alternative testing procedures (equivalent to that given in the public schools). The results of tests in grades 3, 5, 7, 9 and 11 or evaluation by a qualified person and results must be submitted to the HOMESCHOOL ASSOCIATION OF NAMIBIA. If the annual academic assessment indicates that the child is not demonstrating reasonable proficiency, the parent will be required to develop a plan of remediation and submit a quarterly report of the child's progress to the HOMESCHOOL ASSOCIATION OF NAMIBIA as and when requested.



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

## 8. Curriculums

A Homeschool curriculum must be designed to meet a minimum of basic education goals, including reading; spelling; grammar; mathematics; and a study of good citizenship.

The STATE NATIONAL CURRICULUM is not allowed as a homeschool curriculum. Should a center tutor this student, a letter from a registered school should be handed in as proof that this student is attending private/state school. Curriculums chosen should follow the child's needs and must meet the minimum requirements of the state curriculum. EVERY student must be restarted on a legit homeschool curriculum (with log-in details or student numbers). It is important that the center does the due diligence regarding the curriculum and ensure they could provide support. Should a curriculum become redundant or unsuited in any way, it is the center's responsibility to ensure a reasonable replacement and inform the parents accordingly.

Should a center use an unknown/new curriculum, the HOMESCHOOL ASSOCIATION OF NAMIBIA would need to approve the curriculum to ensure that it is on standard with the minimum requirements of the state curriculum.

There must be a record of planned curriculum with semester dates, hours per week and subjects of instruction, kept updated by the relevant party (parent/tutor/center).

**Please note: All students must be registered at a legal governing body (HOMESCHOOL ASSOCIATION OF NAMIBIA). Registration with a curriculum/curriculum provider does not constitute registration with a governing body.**

## 9. Satellite schools

According to the Basic Education Act 3 of 2020 Article 75 (4) & (5), satellite schools linked to a registered private school is illegal in Namibia and punishable with imprisonment of up to two (2) years and/or a fine not exceeding N\$50 000 (Fifty Thousand Namibian Dollars). **Please note that multiple centers under the same company/owner in another town/region, would be classified as an umbrella center/school and is not allowed.**

## 10. Affiliation

Members of the HOMESCHOOL ASSOCIATION OF NAMIBIA are only allowed to affiliate with registered curriculum designers such as CambriLearn, Brainline, GED, Nucleus. Affiliation with franchises or satellite schools (also known as umbrella schools) are not allowed. Tutor Centers, registered at the HOMESCHOOL ASSOCIATION OF NAMIBIA, are not allowed to affiliate with another education institution/organization without prior consent.

## 11. Required Documents

- a) In accordance with the Child Care and Protection Act 3 of 2015 a police clearance certificate is required from any person involved in managing or operating an institution that provides welfare services to children and any person who works with or has direct access to children at an institution that provides welfare services to children. The following are included:
  - a child protection organisation
  - a residential childcare facility (a place of safety, a children's home, or a child detention center)
  - a place of care (creches, day care centers, etc.)
  - an early childhood development center
  - a shelter
  - a school
  - any other "association providing welfare services to children".



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

The Homeschool Association of Namibia confirm that we hold tutors and tutor centers accountable by requesting these documents and it is seen in a very serious light. Parents are encouraged to ensure that the tutors (online and/or in person), coaches, trainers, caregivers comply by requesting a copy of the police clearance certificate.

- b) Center owners are required to meet all requirements in accordance with Business and Intellectual Property Authority (BIPA), which includes compliance with the requirements of relevant institutions, namely:
- i. the Ministry of Finance (registration for VAT and Company Tax)
  - ii. the Ministry of Labour
  - iii. the Ministry of Home Affairs (work permits, visas, etc.)
  - iv. the Social Security Commission
  - v. NAMFISA
  - vi. Local Authority by-laws such as those specified by the City of Windhoek, or local authorities in Swakopmund, Walvis Bay, Keetmanshoop, Oshakati etc.

## 12. Record-keeping

Each student must have their own updated file, which must be kept for five (5) years of compulsory school-going age.

An annual progress report, showing satisfactory progress in all content areas, shall be submitted at the end of each school year to the HOMESCHOOL ASSOCIATION OF NAMIBIA.

## 13. Other Requirements

Families who choose to homeschool should register at the HOMESCHOOL ASSOCIATION OF NAMIBIA (annually), regardless of whether they attend a center or study at home. An attendance record, time/duration of instruction, identification, and annual enrolment in a homeschool system should be kept updated and relevant by the relevant parties (center or parent).

Parents and/or tutors must have at least a grade 12 high school diploma or equivalent or (if not) be monitored by a certified teacher for two (2) years.

The maximum learners per tutor/educator is ten (10) students. The maximum students per center should not exceed forty-five (45), provided that there is sufficient staff to accommodate this number (ie a minimum of four (4) tutors for a center of forty (40) learners). When it does, we strongly advise that you register as a private school at the Department of Education.

## 14. Regional Directors

The HOMESCHOOL ASSOCIATION OF NAMIBIA has local/regional directors who are responsible to ensure that a suitable education to the child is provided by the responsible party (parent/tutor/tutor center owner). Such an enquiry might be a general enquiry or could request evidence of suitable education in the form of any or all the following:

- ∗ A written report/assessment by an independent body/professional;
- ∗ Samples of the child's work;
- ∗ Random testing
- ∗ A home visit, with or without your child present

Members are not legally required to answer this enquiry or agree to any meetings. However, failing to contact respond to such an enquiry, could lead to the conclusion that the child/ren is not receiving a suitable education. This could result in the issuing of a School Attendance Order (SAO), requiring registration of the child/ren at a particular school. Failure to comply to an SAO, is deemed a criminal offence.



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)  
REG NR: 21/2021/0423

An Education Supervision Order (ESO) could also be issued with prescribed conditions on the way that the child/ren are educated. Not complying with an ESO could lead to prosecution, and a care order, where the local authority has the overarching power to make decisions about the child's education. Further lack of cooperation could lead to the child/ren being put into care. As a result, the best interest of the child/ren should always be considered.

IF FOR WHATSOEVER REASON THE ABOVE-MENTIONED CRITERIA IS NOT MET, your membership will be terminated immediately.

I hereby sign this document in agreement and by signing it, I acknowledge that I've read it, agree with, and will submit to it.

.....  
Signature (Parent/Owner/Tutor)

.....  
Name & Surname (Parent/Owner/Tutor)

.....  
Date