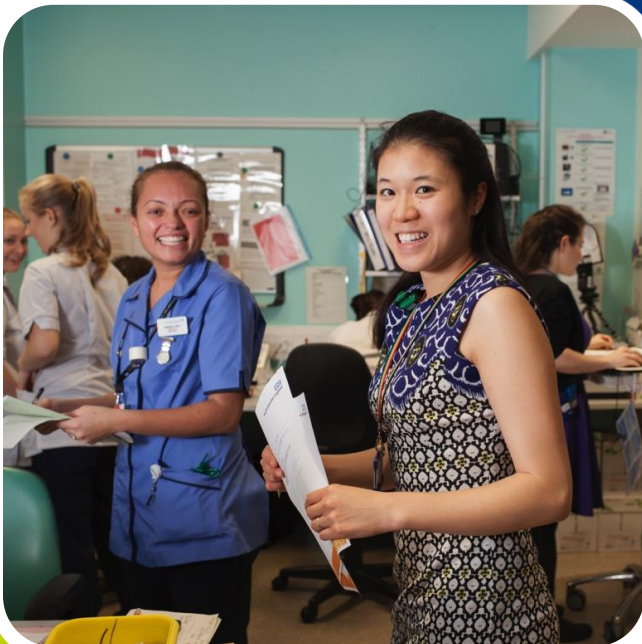


UK Foundation Programme

Pre-allocation to foundation school based on personal circumstances guidance



August 2022

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1. General Principles

- 1.1 If you need to be in a geographical area for specific reasons (for example, caring or personal health) to undertake your Foundation Programme training, **you can apply to the UKFPO to be considered for pre-allocation to a specific foundation school** based on personal circumstances. The guide and the application forms are on the UKFPO website <http://www.foundationprogramme.nhs.uk>. You can only apply for pre-allocation based purely on **your current situation**.
- 1.2 If you believe that you meet one or more of the criteria, you are strongly advised to discuss your circumstances with your medical school before completing the national pre-allocation form. (Note that some of the criteria require a supporting statement from your medical school.) The purpose of this discussion would be to help you be realistic in your plans and clarify exactly what evidence you are required to provide to allow an informed decision to be made.
- 1.3 You and your supporting signatory must complete the relevant .docx (Word) pre-allocation application form. You can both sign it by typing your signature – there is no need for handwritten or electronic signatures. Make sure your supporting signatory has a copy of the final version of the pre-allocation application form. You must attach this form to your FP application in Oriel.
- 1.4 If you are applying for pre-allocation to a particular foundation school, **you must rank this foundation school first in your preferences** during your application to the Foundation Programme. Failure to do so will result in your pre-allocation application not being considered.
- 1.5 Approval of a pre-allocation application does not guarantee you a specific rotational programme within your pre-allocated foundation school.
- 1.6 All applicants must adhere to the rules of the national application process. This means that you must apply to UKFP and sit the Situational Judgement Test (SJT). You will be required to achieve an application score that is high enough to meet the national allocation criteria. This score may also be used for matching you to a specific programme.
- 1.7 If you are pre-allocated to a foundation school based on personal circumstances you are not allowed to link your application to another individual in the application process.
- 1.8 If you are approved for pre-allocation to a specific school based on personal circumstances, you can only apply for a Specialised Foundation Programme (SFP) in a Specialised Unit of Application (SUoA) that covers that specific foundation school. However, you cannot be pre-allocated to an SUoA. The same principle applies to the Foundation Priority Programme (FPP). SFP/FPP offers will be made to all applicants on the same basis – pre-allocations will not be applied.
- 1.9 If your pre-allocation application is approved, you will be pre-allocated to a specific foundation school for your foundation programme training, provided that your application score is sufficient to meet the national allocation criteria.
- 1.10 If the Foundation Programme is oversubscribed, pre-allocation to a specific foundation school based on personal circumstances is only guaranteed if you score highly enough to make the primary list. If you are not placed on the primary list, we cannot guarantee that you will be pre-allocated to your specified foundation school; that will be dependent on the vacancies available in that school.
 - If you graduated on or before 2 August 2021, or you are not a graduate from a UK medical school, the process will be the same. The UKFPO will undertake the role of medical school in these circumstances.

2. Key Changes for FP2023

2.1 (b) Widening Participation criterion has been updated to include below:

- You are able to demonstrate that you have formally been granted financial support during your time at medical school, for example through a means tested bursary to support your studies or a hardship loan

3. The Criteria

To be considered for pre-allocation to a foundation school based on personal circumstances, you must meet one of the following criteria.

3.1 **Criterion 1: You are a parent or legal guardian of a child or children under the age of 18, who reside primarily with you or for whom you have significant caring responsibilities**

- 3.1.1 If your sole criterion is that you (or your partner) are currently pregnant, you will not be regarded as eligible for pre-allocation based on personal circumstances under this criterion. Refer to our Inter-Foundation School Transfer (IFST) policy for further guidance on the UKFPO website <http://www.foundationprogramme.nhs.uk/>.
- 3.1.2 It is expected that you and your child(ren) in this category will remain at your current address and application for pre-allocation will be to the foundation school local to that address.
- 3.1.3 If you and the child(ren) do not normally reside together, this should be referred to on the application form, and information supplied as to why the caring responsibilities remain equally significant.
- 3.1.4 You will be required to supply the following supporting evidence:
- copy of birth certificate(s) of the child(ren).
 - for legal guardians, a copy of the legal document that confirms your status for the child named in the birth certificate.
 - statement confirming that you have significant caring responsibilities for the child(ren) from an appropriate professional who you have known for at least six months
 - proof of current address, for example driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.

3.2 Criterion 2(a): You are the primary carer for someone who is disabled (as defined by the Equality Act 2010)

Definition of 'disability' under the Equality Act 2010

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. For the purposes of the Act:

- substantial means more than minor or trivial
- long-term means that the effect of the impairment has lasted or is likely to last for at least 12 months
- normal day-to-day activities include things like eating, washing, walking and going shopping

Some conditions, such as addictions to non-prescribed substances, are specifically excluded.

People who have had a disability in the past that meet this definition are also covered by the scope of the Act.

There are additional provisions relating to people with progressive conditions. People with HIV, cancer and multiple sclerosis are protected by the Act from the point of diagnosis. People with visual impairments are automatically deemed to be disabled.

- 3.2.1 For you to meet this criterion, you must be the primary carer for this person, who would normally be your partner, sibling or parent.
- 3.2.2 If the person you are caring for is not your partner, sibling or parent, you will have to explain clearly and present a strong case as to why and how you have the role of primary carer for this person.
- 3.2.3 If you provide care for a person as part of a group of carers, for example a family, you are not eligible to apply under this criterion.
- 3.2.4 It is expected that you and the person who you care for in this category will remain at your current address(es), and the application for pre-allocation will be to the foundation school local to that address. If this is not the case, relevant evidence must be supplied as to why caring arrangements could not continue as present.
- 3.2.5 You will be required to complete a care plan to demonstrate how you will combine the responsibilities of a foundation doctor and primary carer, and that you have fully considered local support and resources.

You will be required to supply the following supporting evidence:

- statement from GP/Social Services professional that you have known at least six months confirming your role as primary carer for this person
- care plan
- proof of current address, for example driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months

3.3 Criterion 2(b): You have significant caring responsibilities for a family member, partner or friend

Definition of 'significant caring responsibilities'

Significant caring responsibilities equate to anyone who looks after a family member, partner or friend who needs help because of their illness, frailty, disability, any other mental or physical health issue or an addiction and cannot cope without their support. If the person cared for has physical or mental health issues, a learning disability, a substance use disorder (or any other addiction) or is vulnerable or frail and the applicant provides care with their day-to-day living, they are considered to be a carer. The responsibilities should extend beyond running basic errands, such as shopping.

- 3.3.1 For you to meet this criterion, you must have significant caring responsibilities for a family member, partner or friend but have not been identified as a primary carer.
- 3.3.2 You will have to explain clearly and present a strong case as to why and how you have significant caring responsibilities for this person and how this fits in with the role of the primary carer.
- 3.3.3 You will be required to provide a self-assessment based on clearly defined criteria.
- 3.3.4 You must discuss your application with your medical school, who must complete and sign the supporting signatory statement section of the application form. This statement must be signed by a medical school senior member of staff, who must be in a position to confirm they know you, and to confirm that you have a significant caring responsibility for a family member, partner or friend.
- 3.3.5 If you provide care for a person as part of a group of carers, for example a family, you **are** eligible to apply under this criterion – provided **ALL** other requirements listed are met.
- 3.3.6 You must meet all of the following requirements to be eligible for this criterion:
- You have significant caring responsibilities but are not considered to be the primary carer
 - You provide care over the course of a typical week and not just at weekends (that is, your caring responsibilities require you to be in the requested region on a frequent and constant basis)
 - Significant caring responsibilities are known to the medical school
 - Significant school support has been provided to allow you to continue with your course while also continuing with your caring responsibilities. This support should be in place currently (that is, you have an ongoing requirement for this support).
 - You would not be able to provide this care whilst living in any other region than the foundation school requested
 - You are a student/graduate of a UK or Republic of Ireland medical school
- 3.3.7 It is expected that you and the person who you care for in this category will remain at your current address(es), and the application for pre-allocation will be to the foundation school local to that address. If this is not the case, relevant evidence must be supplied as to why caring arrangements could not continue as present.
- 3.3.8 You are not required to complete/provide an official care plan; however, you are required to explain the type and amount of care you provide and demonstrate how you will combine the responsibilities of a foundation doctor with your significant caring responsibilities, and that you have fully considered local support and resources.
- 3.3.9 You will be required to supply the following supporting evidence:

- supporting statement from your medical school confirming your significant caring responsibilities (this is part of the main pre-allocation application form)
- proof of current address, for example driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.

3.4 Criterion 3: You have a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement

- 3.4.1 As you already have this medical condition or disability, it is expected that you will remain at your current address, and application for pre-allocation will be to the foundation school local to that address.
- 3.4.2 If the request for pre-allocation is not for the foundation school local to your current address, relevant evidence must be supplied as to why follow up arrangements could not continue as present. The requirement is to provide information as to where your treatment needs to take place. The supporting evidence needs to be clear and explicit.
- 3.4.3 You will be required to supply the following supporting evidence (the supporting evidence needs to be clear and explicit, and it must state why you need to be pre-allocated to a particular foundation school):
- A report by the current medical specialist treating your condition or Occupational Health physician, in which they will be required to:
 - describe the current medical condition or disability
 - describe the nature of the ongoing treatment and frequency
 - explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK. The clinician needs to state that it is essential for treatment or medical follow-up to be accessed in a specific location.
 - proof of current address, for example driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.

3.5 Criterion 4: Unique Circumstances

- 3.5.1 If you consider there are unique circumstances that require you to be in a particular environment whilst you undertake your Foundation Programme, you can apply for pre-allocation under this criterion. Caring responsibilities that do not meet the requirements of criterion 2 (primary carer/significant caring responsibilities) are not considered to be unique circumstances. Applications under this criterion are for unique circumstances only, and not just any other circumstance for which evidence is not available to meet the requirements for criteria 1, 2, 3 and 5. Examples of circumstances that would be considered under this category have been provided in appendix B. Applications based on circumstances that are not unique and evidenced to have an absolute requirement for pre-allocation will not be approved.
- 3.5.2 You must provide evidence including the reasons for placement in a particular location from a professional individual who has recognised standing to support the application.
- 3.5.3 You will be required to supply the following supporting evidence:
- Statement by a professional that:
 - describes the current unique situation.
 - explains why foundation training can only be carried out in a specific location rather than another location in the UK.
 - proof of current address, for example driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.

3.6 Criterion 5(a): You have educational circumstances that require you to be pre-allocated to the specified location

- 3.6.1 You must provide a self-assessment confirming you meet all the following requirements:
- Awarded the bottom decile score, that is, 41
 - Required to repeat a clinical year of medical school for academic reasons
 - You are a student/graduate of a UK or Republic of Ireland medical school
- 3.6.2 The UKFPO expects to receive applications from **no more than five students** for educational circumstances **from a single medical school**. The medical school staff supporting you are asked to ensure this number is not exceeded.
- 3.6.3 You should explain why pre-allocation based on this criterion will support you in your transition into training.
- 3.6.4 For you to meet this criterion, you must discuss your application with your medical school, who must complete and sign the supporting signatory statement section of the application form. This statement must be signed by a medical school senior member of staff, who must be in a position to confirm they know you, and to confirm that you meet the requirements listed above.
- 3.6.5 It is expected for you to be requesting pre-allocation to the foundation school local to the medical school to allow for ongoing support from established networks. If this is not the case, you are expected to provide further information about how your circumstances may have changed since qualifying from medical school.

3.7 Criterion 5(b): You entered medical school through a Widening Participation initiative

- 3.7.1 You must provide a self-assessment confirming you meet all the following requirements:
- You entered medical school through a Widening Participation/Widening Access initiative or scheme (for example, Gateway courses and contextual admissions)
 - You have formally been granted financial support during your time at medical school, for example through a means tested bursary to support your studies or a hardship loan
 - You are a student/graduate of a UK or Republic of Ireland medical school
- 3.7.2 You can provide the panel with any additional information you think may be helpful for their consideration.
- 3.7.3 For you to meet this criterion, you must discuss your application with your medical school, who must complete and sign the supporting signatory statement section of the application form. This statement must be signed by a medical school senior member of staff, who must be in a position to confirm they know you, and to confirm that you meet the requirements listed.
- 3.7.4 You can request pre-allocation to the foundation school in the vicinity of your family home base or your residence at the end of medical school. That is, the request should be to allow you to be around an established support network.

4. Submission and Consideration of Applications

- 4.1 You must attach the fully completed application form and all requested documents to your Oriol FP application form (in the “Supporting information” section). Do not email any documents related to your pre-allocation application to the UKFPO.
- 4.2 The electronic form you need to complete is available on the UKFPO website.
- 4.3 All applications must be completed (and attached to your FP application before you submit it) by **midday on Tuesday 20 September 2022**.
- 4.4 If you qualified on or before 2 August 2021, or if you are not a graduate from a UK medical school, the UKFPO will act as your medical school and you will be able to access similar support and information from the website <http://www.foundationprogramme.nhs.uk/>.
- 4.5 You cannot submit further documentation at a later date unless there are exceptional circumstances and you have arranged with the UKFPO to do so.
- 4.6 All applications for pre-allocation based on personal circumstances will be considered by a panel that consists of medical and foundation school representatives.
- 4.7 After considering your application, the panel will notify you of the outcome.
- 4.8 If your application is approved, a copy of your application form and supporting documentation will be forwarded to the foundation school where you will be provisionally pre-allocated.
- 4.9 If the panel does not approve your application, you will be notified of the reason(s) why. The panel will advise you of the appeals process and the date by which an appeal must be submitted. Further information about appeals will be published on the UKFPO website; please note that the guidance may be revised for FP2023.
- 4.10 The panel may contact you or the professionals in support of your application for further information.
- 4.11 Please check your application thoroughly before submitting it. All the information provided on your application must be correct with all the relevant boxes ticked (refer to the application checklist). Incomplete and/or incorrect applications will be rejected from the process.

5. General Information

- 6.1 If your circumstances change after the closing date for applications for pre-allocation, you cannot apply for pre-allocation. You are advised to contact the Foundation School Director (FSD) of the school you have been allocated to when your allocation results are released to discuss your options.
- 6.2 An application to change your allocated foundation school at this stage will now be treated as an inter-foundation school transfer (IFST) request, for which there is a separate process. Details are available on the UKFPO website: <http://www.foundationprogramme.nhs.uk/>.

Examples of Unique Circumstances

Athlete

An applicant who is an athlete supported on a national training programme. The requirements would be to remain in a particular location to continue their training.

The application would need to be signed by the national coach/manager and evidence as to why the applicant needs to be pre-allocated at the location requested and not elsewhere would need to be provided, as an athlete may be able to train at any athletics club. It would be acceptable if the application is part of a national training programme and the rest of the team are based in one location, for example.

Marine Corps

An applicant who is a member of the armed force reserves. The applicant intended to continue with this commitment whilst undertaking foundation training. The applicant therefore needs to access force training during the week and at weekends.

The application would need to be signed by their commanding officer and evidence as to why the applicant needs to be at the location requested and not any other reservist training camp would need to be provided. For example, in Scotland, there is only one camp that is specifically for the marine corps.

Adapted House

An applicant who has a long-term disability which does not impact on their ability to work as a foundation doctor, and who would not request pre-allocation on the basis of health grounds, who lives in a house that has been fully adapted to support their needs.

The applications would need to be signed by a professional from a housing department, social worker or medical practitioner, and there would need to be evidence that for this arrangement to be replicated elsewhere would be unreasonable.

Geographic Distribution of Medical and Foundation Schools

England

London region

| Foundation School(s) | Medical School(s) | Geography |
|----------------------|----------------------------------|---|
| London | Queen Mary, University of London | Barking, Bethnal Green, Braintree, Bromley, Camberwell, Carshalton, Central and West Middlesex, Charing Cross, Chelsea, Croydon, Ealing, Enfield, Epping, Epsom, Halstead, Hammersmith, Harrow, Harwich, Havering, Homerton, Ilford, Kingston, Lewisham, Leytonstone, Marylebone, Newham, North Middlesex, Plaistow, Redbridge, Richmond, Romford, Tooting, Uxbridge, Westminster, Whipps Cross, Whitechapel Woolwich |
| | University College London | |
| | Imperial College London | |
| | King's College London | |
| | St. George's University London | |

Midlands and East region

| Foundation School(s) | Medical School(s) | Geography |
|--|---------------------------|--|
| East Anglia | Norwich Medical School | Cambridge, Colchester, Great Yarmouth, Huntingdon, Ipswich, King's Lynn, Norwich, Peterborough, West Suffolk |
| | University of Cambridge | |
| Essex, Bedfordshire and Hertfordshire (EBH) | Anglia Ruskin University | Basildon, Bedford, Chelmsford, Clacton-on-Sea, Harlow, Hertford, Luton, Maldon, North Hertfordshire, Southend, Watford, West Hertfordshire, Westcliff-on-Sea |
| Leicestershire, Northamptonshire and Rutland (LNR) | University of Leicester | Evington, Kettering, Leicester, Northampton |
| Trent | University of Nottingham | Boston, Chesterfield, Derby, Grantham, Lincoln, Mansfield, Nottingham, Burton |
| | Lincoln Medical School | |
| West Midlands Central | University of Birmingham | Birmingham, Solihull, Sutton Coldfield, West Bromwich |
| | Aston University | |
| West Midlands North | Keele University | Dudley, Shrewsbury, Stoke, Telford, Walsall, Wolverhampton, |
| West Midlands South | The University of Warwick | Coventry, Hereford, Nuneaton, Warwick, Worcester |

North region

| Foundation School(s) | Medical School(s) | Geography |
|-----------------------------|------------------------------|--|
| Northern | Newcastle University | Bishop Auckland, Carlisle, Darlington, Durham, Gateshead, Hartlepool, High Heaton, Middlesbrough, Newcastle, Northallerton, Northumberland, Northumbria, South Tyneside, Stockton-on-Tees, Sunderland, Tees, White Haven |
| North West of England | University of Lancaster | Barrow, Bebington, Blackburn, Blackpool, Bolton, Burnley, Bury, Cheshire, Chorley, Congleton, Crewe, Isle of Mann, Lancaster, Liverpool, Macclesfield, Manchester, Oldham, Ormskirk, Prescot, Preston, Rochdale, Runcorn, Salford, Southport, St. Helen's, Stockport, Upton, Warrington, Wigan, Wirral |
| | University of Liverpool | |
| | University of Manchester | |
| Yorkshire and Humber | Hull and York Medical School | North Yorkshire and East Coast: Bridlington, Grimsby, Hull, Scarborough, Scunthorpe, York |
| | The University of Sheffield | South Yorkshire: Barnsley, Doncaster, Rotherham, Sheffield |
| | University of Leeds | West Yorkshire: Airedale, Bradford, Dewsbury, Halifax, Harrogate, Huddersfield, Leeds, Pontefract, Wakefield |

South East region

| Foundation School(s) | Medical School(s) | Geography |
|-----------------------------|------------------------------------|--|
| Kent, Surrey, Sussex (KSS) | Brighton and Sussex Medical School | Ashford, Brighton, Canterbury, Chichester, Chertsey, Dartford, Eastbourne, Frimley, Gillingham, Guildford, Haywards Heath, Maidstone, Margate, Pembury, Redhill, St. Leonards-on-Sea, Worthing |
| Oxford | University of Oxford | Aylesbury, Amersham, Ascot, Banbury, Berkshire, Buckingham, High Wycombe, Milton Keynes, Oxford, Reading, Slough |
| | University of Buckingham | |
| Wessex | University of Southampton | Basingstoke, Bournemouth, Dorchester, Isle of Wight, Jersey, Poole, Portsmouth, Salisbury, Southampton, Winchester |

South West region

| Foundation School(s) | Medical School(s) | Geography |
|-----------------------------|--------------------------|--|
| Peninsula | Plymouth University | Barnstaple, Exeter, Hayle, Penzance, Plymouth, South Devon, Torbay, Truro |
| | University of Exeter | |
| Severn | University of Bristol | Bath, Bristol, Cheltenham, Gloucester, Swindon, Taunton, Weston-Super-Mare, Yeovil |

Northern Ireland

| Foundation School(s) | Medical School(s) | Geography |
|----------------------|----------------------------|--|
| Northern Ireland | Queen's University Belfast | Antrim, Belfast, Coleraine, Craigavon, Downpatrick, Dundonald, Enniskillen, Lisburn, Londonderry, Newry, Omagh |

Wales

| Foundation School(s) | Medical School(s) | Geography |
|----------------------|-----------------------|---|
| Wales | Cardiff University | Abergavenny, Aberystwyth, Bangor, Bodelwyddan, Bridgend, Caerleon, Caerphilly, Cardiff, Carmarthen, Llandaff, Llandough, Llanelli, Llanfrechfa (near Cwmbran), Merthyr Tydfil, Newport, Port Talbot, Swansea, Wrexham, Ynysmaerdy, Nr Llantrisant |
| | University of Swansea | |

Scotland

| Foundation School(s) | Medical School(s) | Geography |
|----------------------|-----------------------------|---|
| Scotland | University of Dundee | East Region: Angus, Dundee, Perth |
| | University of Aberdeen | North Region: Aberdeen, Elgin, Fort William, Inverness, Lerwick, Oban, Stornoway, Wick |
| | The University of Edinburgh | South East Region: Bonnyrigg, Dunfermline, Edinburgh, Fife, Haddington, Howden, Kirkcaldy, Roxburghshire |
| | University of Glasgow | West Region: Airdrie, Alexandria, Ayr, Dumfries, East Kilbride, Glasgow, Greenock, Kilmarnock, Larbert, Paisley, Wishaw |