

UKFP 2024: Pre-allocation Application Withdrawal Process

Applicants who have applied for pre-allocation to a foundation school and who wish to withdraw that application, must follow the below process.

Applications for pre-allocation are reviewed by a national panel in November and outcomes are sent to applicants on 30 November 2023. Once an applicant has been approved for pre-allocation to a foundation school, their Oriel record is updated, and this informs the system which foundation school/UoA to allocate them to in March 2024.

If your circumstances change after submitting your application and pre-allocation is no longer required, you can request to withdraw your pre-allocation application and be allocated via the standard allocation process.

If you wish to withdraw your pre-allocation application, you must complete and submit an online form by **Wednesday 14 February 2024 (12:00 midday GMT)**. The link to this is provided below. When the submitted withdrawal form is received, the UKFPO will update your Oriel record and remove the request for pre-allocation from the system.

IMPORTANT: If you log into Oriel and change your Foundation School/UoA preferences on the system after your pre-allocation has been approved, this **will not** change your foundation school allocation. This is because pre-allocation takes precedence in Oriel. This means that you must withdraw your pre-allocation application first, before changing your preferences in Oriel by the deadline which is published in the [application timeline](#) on the UKFPO website.

How do I withdraw my pre-allocation application?

If you wish to withdraw your pre-allocation application and no longer be pre-allocated to the foundation school you requested, you must complete an [online form which is available here](#).

You can withdraw your pre-allocation application at any point from October 2023 onwards and up until the deadline.

When is the deadline to withdraw a pre-allocation application?

The deadline for applicants to submit the online form to request to withdraw their pre-allocation application is **14 February 2024 (12:00 midday GMT)**.

Why is it important that I withdraw my pre-allocation application if I no longer require pre-allocation?

If you had originally needed to be pre-allocated to a particular region in the UK due to your personal circumstances, but those circumstances have changed since you submitted your application, you may no longer want to be pre-allocated to that foundation school. You may instead wish to be allocated via the standard allocation process and preference a different foundation school as your first choice. If this is the case it is important that your pre-allocation application is withdrawn because if it isn't, you will still be pre-allocated to the foundation school you had requested in your pre-allocation application.

What happens if I don't withdraw my pre-allocation application by the deadline?

Failure to withdraw an application (that has been approved) by the deadline will result in you being allocated to the Foundation School that you requested in your pre-allocation application, and this cannot be changed.

My pre-allocation application was rejected by the national review panel. Do I also need to withdraw my pre-allocation application using the online form?

No. Applicants who have had their pre-allocation application rejected do not need to follow the withdrawal process and do not need to complete the online form.

My circumstances have changed since I applied for the Foundation Programme, and I am worried that I will be allocated to a foundation school region that is unsuitable for me. What can I do?

If your circumstances change after the Foundation Programme and pre-allocation application closing date (of 04 October 2023), you can no longer apply for pre-allocation, nor can a pre-allocated foundation school be changed. It is also not possible to change your allocated foundation school/UoA once allocation has taken place in March 2024.

If you are an applicant in this situation, you should contact the Foundation School Director (FSD) of the foundation school you have been allocated to so that you are able to discuss your circumstances and understand the options available to you.

An application to change allocated Foundation School after national allocation has taken place in March 2024 will be treated as an Inter-foundation School Transfer (IFST) request, for which there is a separate process and national eligibility criteria. Details are available on the [UKFPO website](#). Contact details for foundation schools can be found [here](#).

If you are unsure if you should withdraw your pre-allocation application, and would like advice about the process, please contact the UKFPO via helpdesk@foundationprogramme.nhs.uk.