**Letterhead**

**Date**

**RE - Refusal of application to join the registered patient list**

Dear

Thank you for considering registration with our surgery. Unfortunately, your application to join our registered patient list has been declined. We are currently not accepting (delete as appropriate)

1. Patients who live outside of our practice area (as per our practice leaflet)
2. Any patients.

The reason for this refusal is to safeguard quality care for those patients who are already on our practice list. This means that we are currently at capacity and accepting further patients to our list may endanger the quality of care we can currently provide for our registered patients.

It is important that you recognise that our decision is not based upon discriminatory grounds but is solely to safeguard the quality of care that we can provide as outlined in the national GMS contract (Schedule 6, Part 2, paragraph 17).

 *“(1) The contractor shall only refuse an application made under paragraph 15 or 16 if it has reasonable grounds for doing so which do not relate to the applicant’s race, gender, social class, age, religion, sexual orientation, appearance, disability or medical condition.*

*(2) The reasonable grounds referred to in paragraph (1) shall, in the case of applications made under paragraph 15, include the ground that the applicant –*

*(a) does not live in the contractor’s practice area; or*

*(b) lives in the outer boundary area (the area referred to in regulation 18 (1A)*

*(3) A contractor which refuses an application made under paragraph 15 or 16 shall, within*

*14 days of its decision, notify the applicant (or, in the case of a child or an adult who lacks*

*capacity, the person making the application on their behalf) in writing of the refusal and*

*the reason for it.*

*(4) The contractor shall keep a written record of refusals of applications made under paragraph 15 and of the reasons for them and shall make this record available to the Board on request”.*

We are required to keep your name and reason for refusal on a list which must be made available for review by NHS England at their request.

Yours Sincerely,

Practice Manager