

# Statutory Notice

## Proposal to expand Portesbery School onto a satellite site

**May 2025**



**Portesbery School**

A safe and happy school where everyone matters,  
every voice is heard and everyone learns.



**SURREY**  
COUNTY COUNCIL

## School Organisation Statutory Notice

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006, as amended by the Education Act 2011 and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, that Surrey County Council, intends to make a significant change to Portesbery School by relocating and expanding the sixth form of Portesbery School, creating 15 permanent additional places from academic year 2025/26. The school's sixth form school satellite site will be located at the former Deepcut Community Centre, which is 90 metres away from the current main site.

### Local Authority Details:

<b>Local Authority</b>	Surrey County Council
<b>Address</b>	Woodhatch Place 11 Cockshot Hill Reigate RH2 8EF

### School Details:

<b>Name of School</b>	Portesbery School
<b>Category of School</b>	Community school
<b>Type of School</b>	All-through specialist school with a designation of Severe Learning Difficulties/Profound and Multiple Learning Difficulties (SLD/PMLD)
<b>URN</b>	125474
<b>Address</b>	Newfoundland Road, Deepcut, Surrey
<b>Postcode</b>	GU16 6TA

## Introduction

This document outlines a proposal to permanently expand the number of places in Years 12 to 14 for pupils with Severe Learning Difficulties/Profound and Multiple Learning Difficulties (SLD/PMLD) at Portesbery School and relocate the sixth form. All pupils have an Education, Health and Care Plan (EHCP).

## The Proposal

Surrey County Council, in partnership with the Governing Body of Portesbery School, is proposing to relocate and expand the sixth form of Portesbery School, creating 15 permanent additional places from academic year 2025/26. The school's sixth form school satellite site will be located at the former Deepcut Community Centre, which is 90 metres away from the current main site.

Portesbery School has already previously admitted 28 pupils in other year groups through ad-hoc admissions agreed with the Commissioning Authority and temporary "bulge" provision, increasing the number of pupils in Years R to 11. This proposal seeks to now make former agreements into a permanent arrangement, which will formally expand the total capacity of the school in year groups Reception to Year 14 from 105<sup>1</sup> planned places to 142 places. Overall planned place numbers at Portesbery School also incorporates the school's nursery-aged pupils.

<sup>1</sup> Planned number based on last formal significant change process launched in November 2012, which came into effect 1 September 2015.

All pupils will be on roll at Portesbery School and have an EHCP that names Portesbery School as the appropriate placement to meet their individual needs.

**It should be noted that the acquisition of the former Deepcut Community Centre building has not yet been finalised. The local authority intends to finalise the acquisition by early July 2025 and therefore no final decision will be taken until this has been completed.**

**Table 1** shows the timeline for the proposed changes to take place on 1 September 2025. Dates and steps in the timeline may change based on the outcome of this representation period.

**Table 1: Proposed timeline**

Phase	Date
Informal consultation period	10 March – 4 April 2025
Public engagement event	27 March 2025
Review of consultation responses	Week commencing 7 April 2025
Outcome of consultation published on <a href="http://www.surreysays.co.uk">www.surreysays.co.uk</a>	Week commencing 14 April 2025
Statutory notices (Statutory Representation Period)	28 May – 2 July 2025
Analysis	By 7 July 2025
Completion of building acquisition	Early July 2025
Lead Cabinet Member Decision	July 2025
Implementation	1 September 2025

It is proposed that:

1. A special school satellite site for Portesbery School is established on the site of the current Deepcut Community Centre to accommodate the school's sixth form provision.
2. The school is formally expanded from 105 planned places to 142 in Years Reception to 14 (inclusive of nursery), to accommodate the additional pupils already admitted to the school in previous years and additional pupils in the sixth form from September 2025.

Admissions processes remain the same for pupils at both Portesbery School and its new satellite site. Further details on the admissions process for SEND provision in Surrey can be found on the Surrey Local Offer website. The webpage [Choosing a school place for a child with an EHCP](#) describes how to apply for a specialist school place.

## Reason for the proposal

Surrey County Council has identified a long-term sufficiency gap for additional specialist places across Surrey. Demand for specialist provision in the North West of Surrey for pupils with Severe Learning Difficulties/Profound and Multiple Learning Difficulties (SLD/PMLD) is high across all key stages, and in post-16 education. As a result, other specialist provision in the local area is already operating at or above capacity. Given the pressure for places, it was therefore determined that an increase of available places across Portesbery School was necessary. Following the previous introduction of additional places in key stages 1, 2, 3, and 4, the provision of additional post-16 places on a new site at Deepcut Community Centre will help support local families who would otherwise have to travel further afield for their child to receive an appropriate education.

The expansion of the school, along with the proposed relocation, will increase availability of specialist places that are matched appropriately to need-type, phases of education and geographic location, as well as reduce home to school journey times and associated costs.

## Key Outcomes and Benefits

Expanding high quality and sustainable specialist school provision for Surrey resident pupils will provide the following benefits, as stated in the [Special Educational Needs and Disabilities \(SEND\) and Alternative Provision \(AP\) Capital Programmes and Specialist Sufficiency](#) report to Surrey County Council's Cabinet on 25 June 2024:

1. Surrey resident pupils with additional needs and disabilities who require a specialist school or alternative provision placement can attend their nearest most appropriate state-maintained school close to home and rooted in their local community.
2. Provides residents in identified areas of the county where there are identified shortfall of specialist provision access to the same level of high-quality specialist support as the rest of Surrey.
3. Helps to ensure Surrey's Local Offer continues to match the identified needs of children and young people who have additional needs and disabilities across the county
4. Aligns with Surrey's Preparation for Adulthood programme and strategy for post-16 to create local further education and employment pathways such as apprenticeships and supported internships. This enables Surrey resident pupils who have additional needs and disabilities to make a successful transition to adulthood and secure future employment.
5. Reduces journey times between home and school and associated transport costs and maximises opportunities for pupils to develop independent travel skills where possible. This will also help to address local congestion around specific school sites as well as traffic flow around the county, which will be of benefit to Surrey's Green Agenda.
6. The new local mainstream, specialist school and alternative provision places ensure children with additional needs and disabilities have increased access to the right local educational provision that achieves high quality outcomes. Improved and increased provision of specialist provision in mainstream schools enables more Surrey-resident children with additional needs to attend the same schools as their siblings and neighbours, and state-maintained specialist school provision closer to their home.
7. The SEND and AP Capital Programmes directly support considerable achievement of containment of cost that results in an in-year balance in the Dedicated Schools Grant High Needs Block by 2032/33, allowing Surrey to continue to deliver services and support for children, young people, and families, whilst remaining financially sustainable.

## Implementation Plan

### Finance and resourcing

Revenue income: Portesbery School will receive £10,000 for each planned place commissioned and will also receive a "top-up" sum for each pupil on roll at the school. This is determined against individual pupils' needs. Top-up rates are reviewed annually by the local authority.

## **Staffing**

Staff will be employed by Portesbery School, who will be responsible for recruiting and managing staff at the new satellite site. There will be opportunities for shared training and development across the two sites.

## **Capital planning and buildings**

The construction project to expand Portesbery School is committed under Surrey County Council's SEND Capital Programme and budget allocations reaffirmed by Full Council in February 2025.

Planning permission was granted in February 2025, and the acquisition of Deepcut Community Centre is expected to be finalised by early July, before a final decision is taken on the proposal. Subject to this, the building will undergo a full refurbishment in the following months to accommodate the new sixth-form provision. The project is scheduled for completion in February 2026.

Blackdown Preschool, a private early years provider, currently operates within the community centre and will continue to do so. Once the building acquisition is complete, Surrey County Council plans to formalise their tenancy with a standard lease agreement.

## **Provision of places**

The school has already admitted the additional pupils as part of its expansion, and they are currently being accommodated in temporary buildings. In September 2025, the school will only admit new pupils at the usual key stage transfer points, as appropriate, rather than increasing overall enrolment. The new accommodation will ensure there is sufficient space for all pupils.

## **Impacts**

An Equality Impact Assessment is being completed throughout the consultation and representation processes and will be published as part of the report for the Lead Cabinet Member Decision meeting.

## Making Representations, Objections and Comments

1. This is a statutory notice which starts on 28 May 2025 and concludes on 2 July 2025.
2. A number of organisations are available locally to support families of children who have additional needs and young people who have additional needs to share their views. Please see [Information, Advice and Support – SEND Advice Surrey](#)
3. Any person can make comments, agree, or object to the proposal by sending representations to the local authority through the following channels:

<b>Website</b>	<a href="http://www.surreysays.co.uk">www.surreysays.co.uk</a>
<b>Email</b>	<a href="mailto:schoolorg@surreycc.gov.uk">schoolorg@surreycc.gov.uk</a>
<b>Post</b>	Lauren Comer Portesbery School expansion Education Place Planning, Surrey County Council Victoria Gate Chobham Road Woking GU21 6JD